

**AGREEMENT**

**between the**

**CITY OF BRIDGEPORT**

**and**

**LOCAL R1-200,**

**NATIONAL ASSOCIATION  
OF GOVERNMENT EMPLOYEES**

**July 1, 2022 to June 30, 2026**

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## **PREAMBLE**

This Agreement ("Agreement") is entered into by the City of Bridgeport, hereinafter referred to as "City" or "Employer," and Local R1-200 of the National Association of Government Employees, hereinafter referred to as "Union" or "NAGE".

## **ARTICLE 1 - RECOGNITION**

1.1 The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours and terms and conditions of employment for all of those employees of the City of Bridgeport as certified by the Connecticut State Board of Labor Relations in Decision No. 1440-C issued December 27, 1976 and as amended by Decision No. 2482-A issued June 26, 1986 and State Board of Labor Relations Case No. ME-31018 (Civilian Detention Officers, hereinafter and elsewhere referred to as "Detention Officers" or "DOs") dated July 8, 2014, and including all job classifications listed on Appendix A.

1.2 NAGE recognizes the Mayor of the City of Bridgeport or his/her designated representative or representatives as the sole representative of the City for the purpose of collective bargaining. The City and the Union each agree to bargain in good faith with the other party's designated representative on all matters relating to wages, hours and other terms and conditions of employment.

## **ARTICLE 2 - CHECK-OFF**

2.1 The City agrees to deduct from the pay of all employees covered by this Agreement, who individually and voluntarily authorize such deductions from their wages in writing, such membership dues and initiation fees as may be uniformly assessed by the Union. When an employee does not have sufficient money due him/her, after deductions have been made for pension or other deductions required by the law, Union dues for such deduction period shall be a deduction in the next pay period in which the employee has sufficient funds due him/her. It is also agreed that neither any employee nor the Union shall have claim against the City for errors in the processing of deductions unless a claim of error is made in writing to the City within sixty (60) days after the date such deductions were or should have been made and delivered to the Union. It is also agreed that the obligations of the City for funds actually deducted under this Section terminates upon the delivery of the deductions so made to the person authorized by the Union. Upon delivery of a copy of a signed voluntary authorization, all such dues shall be automatically payroll deducted and remitted to the Union.

**2.2** The remittance to the Union for any month shall be made during the fourth (4th) payroll week of said month and shall be remitted to the Union, together with a list of names of employees from whose wages such deductions have been made, not later than the fifteenth (15th) day of the following month.

**2.3** The Union agrees to indemnify and hold harmless the City for any loss or damage arising from the operation of this Article. It is also agreed that neither any employee nor the Union shall have any claim against the City for any deductions made or not made as the case may be, unless a claim of error is made in writing to the City within sixty (60) calendar days after the date such deductions were or should have been made.

### **ARTICLE 3 - MANAGEMENT RIGHTS**

**3.1** Except as expressly modified or restricted by specific provision of this agreement, all statutory and inherent managerial rights, prerogatives, and functions are retained and vested exclusively in the City, including, but not limited to the rights, in accordance with its sole and exclusive judgment and discretion, to recruit, select, train, promote, discipline, transfer, assign, layoff, and discharge personnel; determine the number and type of positions and organizational structure required to provide City services; define the duties and responsibilities of each position, and of departments; acquire and maintain essential equipment and facilities required to conduct the business of providing City services; to determine the technology and the efficiency of its governmental operations; establish and amend policy, procedures, rules and regulations regarding employee standards of conduct and the manner in which work is performed; perform the tasks and exercise the authorities granted by statute, charter and ordinance to municipal corporations. The City's failure to exercise any right, prerogative, or function hereby reserved to it, or the City's exercise of any such right, prerogative, or function hereby reserved to it, or the City's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the City's right to exercise such a right, prerogative or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

This article shall not be construed to deny any employee any right received under Civil Service Provisions of the City Charter.

### **ARTICLE 4 - SUB-CONTRACTING**

**4.1** The City agrees that it will not contract or sub-contract any work presently being performed by employees in the bargaining unit. This shall not prevent the City from contracting or sub-contracting for supplementary or emergency service which employees in the bargaining unit are unable to perform during their regular hours of work. This article will not impact any positions dealing with security at Margaret Morton Government Center, City Hall - 45 Lyon Terrace and Health Department -

**ARTICLE 5 - TOP SENIORITY**

**5.1** Union officials, limited to seven (7) officers and twenty (20) stewards shall have top seniority for purposes of lay-off and recall. Upon the execution of this Agreement, the Union shall provide the Director of Labor Relations or his or her designee with the names of such officers and stewards.

**ARTICLE 6 - LAY-OFF AND RECALL**

**6.1** In the event of a lay-off within any job classification, the employee with the least Seniority (as defined in Section 15.1 of this Agreement) within that job classification shall be laid-off first. Subsequent recalls to open positions in that job classification shall be in reverse order of the lay-off.

Any employee occupying a position subject to layoff, shall have the right to bump any other employee from any position within the same job classification, or to any position in any previously held job classification within the bargaining unit, except to a previously held position from which the employee was permanently removed for disciplinary reasons or for failure of the probationary period, provided said employee has greater Seniority (as defined in Section 15.1 of the Agreement) than the employee presently occupying the position ("Bumping Rights"). After all affected employees have exercised their Bumping Rights, the least senior employee within the classification shall be laid off. Any employee exercising Bumping Rights shall retain their salary at the time of the layoff, except when Bumping Rights are used to move to a lower job classification, in which case the employee's salary shall be reduced to the top step in the lower classification.

Notwithstanding anything contained in this Article 6, the protection presently afforded employees in the classified service concerning layoff and recall set forth in the existing Rules of the Civil Service Commission shall continue to be in effect, except that the language of section 15.1 of the CBA shall control with respect to the definition of seniority.

In all cases where layoff occurs, the City will provide the Union as much advance notice as possible and in no event shall such notice be less than five (5) working days unless an emergency or unforeseen circumstance arises, in which case the City will notify the Union as soon as possible.

## **ARTICLE 7 - BARGAINING UNIT**

7.1 This Agreement applies to and includes all employees listed in the certification of the Connecticut State Board of Labor Relations issued December 27, 1976 and Decision No. 1440-C as amended by Decision No. 2482-A issued June 26, 1986 and State Board of Labor Relations Case No. ME-31018 (Detention Officers) dated July 8, 2014, and including all job classifications listed on Appendix A. ")

7.2 Part-time employees who work twenty (20) hours or more per week are included in the bargaining unit; those who work less than twenty (20) hours per week are excluded.

7.3 The inclusion of a newly established classification will be a subject for negotiations between the City and the Union.

7.4 Any dispute on whether a newly established classification is to be included or excluded from the bargaining unit will be submitted to the Connecticut State Board of Labor Relations to resolve such dispute.

If a newly established classification is determined to be a part of the bargaining Unit, such classifications shall be included as a part of the bargaining unit without having to resort to an election.

## **ARTICLE 8 - UNION ACTIVITIES**

8.1 The City agrees that the Union Officers or Stewards shall have time during working hours without loss of pay for the investigation and adjustment of grievances, permission to absent himself/herself from his/her work area may be withheld by the supervisor only because of operation requirements, but in no event later than the start of the next regular shift. The Union agrees that the complaint will be handled as quickly as possible. The City agrees that the Union President shall have extensive and unfettered free leave with pay from the workplace to conduct Union business. The Union President agrees in good faith to inform his or her supervisor of his or her whereabouts.

If the Union President's annual salary exceeds \$60,000, the Union President may in his/her sole discretion and at his/her annual election made on each anniversary date of the Agreement, either accept an annual salary reduction to \$60,000 during the period of his/her Union presidency, or be available for work on a weekly basis without regard to his/her Union duties and at his/her regular hourly rate of pay, for that period of time for which annual salary wage payments equal the difference between 1/52 of the Union President's Annual Salary, and \$1,153.85 (1/52 x \$60,000). Scheduling of such work shall be made in coordination with his/her supervisor at the same time the annual election is made.

8.2 The seven (7) Members of the Executive Board may attend meetings for the purpose of negotiations during working hours without loss of pay.

8.3 Union Officials may attend meetings during working hours without loss of pay when such meetings are requested or approved by the Labor Relations Office.

8.4 Union Officers shall be able to consult with the Employer, his/her Representative(s) concerning the enforcement of any provisions of this Agreement, provided the City's Labor Relations Director or his/her designee is notified of such meetings and consultations.

8.5 During each year up to five (5) City employees who are chosen by the Union as official delegates of such State Convention of NAGE shall be granted three (3) days leave without pay for the sole purpose of attending the sessions of such State Convention as voting delegates. Once in each four (4) year period, up to three (3) City employees who are chosen by the Union to be Official delegates to the National Convention of NAGE shall be granted five (5) days of leave with pay for the sole purpose of attending the session of such National Convention as voting delegates. The Secretary of the Union will certify in writing to the appropriate City departments the names of those City employees who are chosen by the Union to act as its official delegates to either of such NAGE conventions at least fourteen (14) working days prior to the first day on which the leave with pay is to become effective.

8.6 The five (5) members of the Union Grievance Committee and the grievants shall be granted leave from work with full pay in order to attend grievance meetings or hearings when such meetings or hearings take place the same time that such members are scheduled to work. It is understood that the time the grievants are excused from work will be limited to the time actually spent in meetings or hearings including pre-arbitration meetings with Union Officials and travel to and from said meetings.

## **ARTICLE 9 - VISITS BY UNION REPRESENTATIVES**

9.1 Accredited representatives of the NAGE Local RI-200 and the National Union shall have access to the premises of the Employer, at reasonable times, provided he/she notifies the supervisor in the work area of his/her presence when he/she arrives and his/her presence will not disrupt the orderly routine of the department. If access is denied, the Employer, upon request, will provide a reason for such denial and shall, as soon as practicable, provide alternate reasonable date(s) and/or time(s) when access will be provided.



## **ARTICLE 10 - BULLETIN BOARDS**

**10.1** The City may, at its discretion, furnish and maintain suitable bulletin boards in convenient places in each work area that may be used by the Union. The Union agrees that the material posted will not contain propaganda against or attacks upon the City or any official thereof.

## **ARTICLE 11 - COPIES OF CONTRACT**

**11.1** Within ninety (90) days after the signing of this Agreement, the City shall furnish to the Union one hundred (100) signed copies together with one(1) pdf electronic copy of the Agreement from the City, to be provided to new employees at the time of hire.

## **ARTICLE 12 - HOURS OF WORK AND OVERTIME**

**12.1** All employees covered by this Agreement will work a forty (40) hour week except as otherwise set forth in Appendix B. Normal hours of work, if different from the above, shall be established by each department.

The starting and finishing time of the hours of work for employees covered by this Agreement may be changed for seasonal and operating reasons or for the convenience of the public, after the City meets and confers with the union regarding such changes.

The City, at its option, may change the hours of work from thirty-two and onehalf (32½) or thirty five (35) to thirty five (35) or forty (40) hours. In the event that the City exercises its option, the affected employee(s) shall be paid for such additional hours at their then current regular hourly rate(s) of pay.

This provision is not intended to restrict Saturday hours in departments which have in the past provided service to the public on Saturday, whether seasonal or otherwise.

**12.2** Employees required to work more than forty (40) hours in one regularly scheduled week, shall be compensated for such overtime at time and one-half (1 1/2) their regular hourly rate. City Hall employees required to work on Saturday, outside their normal work week shall receive one and a half (1 1/2) times their hourly rate for hours worked after three (3) hours.

**12.3** Overtime shall be awarded as follows:

**12.3.1** Overtime assignments shall be made consistent with this Article 12, distributing overtime as equitably as practicable among the employees holding the job



classification(s) affected by the overtime assignment. Provisions concerning overtime assignments specific to certain departments are set forth in Appendix B.

**12.3.2** Overtime assignments will be offered first to employees within the job classification at the building or site of the assignment. Supervisors will use a rotating list of all non-probationary employees within the job classification at that building or site for making initial offers of overtime. The list shall be in order of seniority. The supervisor shall offer the assignment to the first name on the list and continue until the overtime opportunity is filled. Employees refusing the overtime assignment will be charged as though he/she worked it. Probationary employees shall not be included on the rotating list, and shall not be offered overtime unless except in accordance with Section 12.3.4.

**12.3.3** If all employees within the job classification at the building or site of the assignment refuse the overtime, supervisors will consult the rotating list of all employees occupying the same job classification within the department. The supervisor shall offer the assignment to the first name on the list and continue until the overtime opportunity is filled. Employees refusing the overtime assignment will be charged as though he/she worked it.

**12.3.4** If the supervisor or acting supervisor has not found an employee willing to work overtime after exhausting the lists in 12.3.2 and 12.3.3 above, the supervisor or acting supervisor shall offer the overtime to any probationary employee within the job classification at the building or site of the assignment.

**12.3.5** If the supervisor or acting supervisor has not found an employee willing to work overtime after exhausting the methods described in sections 12.3.2, 12.3.3 and 12.3.4 above, the supervisor or acting supervisor may, in his/her discretion, either order the least senior employee within that job classification at the building or site to work the overtime assignment, or perform the overtime work him/herself. In the event of an emergency declared by the Mayor, no one can refuse to work overtime. Any work performed by supervisors or acting supervisors under this 12.3.5 shall not cause the work to be characterized as "shared work" for any purpose.

**12.3.6** A record of overtime hours worked by each employee in each department or division shall be posted monthly on each department's or division's bulletin board. Such record(s) shall be maintained for at least twelve (12) calendar months following the month in which the overtime was worked and made available to the Union upon request.

## **ARTICLE 13 - TEN MONTH POSITIONS**

**13.1** In addition to 12-month school security personnel positions, the Board of Education may also establish 10 month school security positions. The annual salary for 10-month positions shall be 10/12 of that for 12 month school security employees. The

Board shall have sole discretion in determining the number of 10 month and 12-month school security personnel positions needed based on the needs of the School District. All 10 month employees shall receive all benefits provided under this Agreement except as specifically otherwise provided herein. Current school security personnel shall be "grandfathered,, *i.e.*, shall remain 12-month employees and maintaining current benefits.

#### **ARTICLE 14 - REPORTING TIME, CALL BACK PAY**

**14.1 Reporting Time Pay:** Any employee who is scheduled to work and who presents himself/herself for work as scheduled, shall be assigned at least four (4) hours work on the job for which the employee was scheduled to report. If work is not available, the employee shall be excused from duty, and paid at his regular rate ("Reporting Time"). Reporting Time shall be paid at the employee's overtime rate for any hours of Reporting Time that would otherwise be payable at the overtime rate had the employee actually worked those hours.

**14.2 Call Back Pay:** When an employee is called in for work outside of his regularly scheduled working hours, (s)he shall be paid a minimum of four (4) hours at the applicable overtime rate. This provision applies only when such call-back results in hours worked and are not annexed consecutively to one end or the other of the working day.

#### **ARTICLE 15 - SENIORITY, LONGEVITY, PROBATIONARY PERIODS**

**15.1** "Seniority shall mean length of service to the Employer by job classification. Such Seniority shall apply to the employee's rights in cases of layoffs, reemployment, transfers and vacation.

**15.2** "Longevity" shall mean the total length of service to the Employer in any/all job classifications within or without the bargaining unit, excluding part-time employees working fewer than 20 hours per week or seasonal employment.

**15.3** Within ninety (90) days after the signing of this Agreement and each January and June thereafter, the Employer shall prepare and deliver to the Union a list of employees in each job classification represented by the Union, showing each employee's Longevity, Seniority, and current rate of pay.

**15.4** Any employee laid off by the City in or after January 1975 and rehired by the City under any federal grant employment program and subsequently rehired by the City shall be treated as if they had unbroken Seniority and Longevity.

**15.5** Seniority for new employees hired on the same day into the Telecommunications

Officer (TCO) job classification will be determined by civil service test scores.

## **15.6 Probationary Periods:**

**15.6.1 New Employees** a) All new employees shall serve an eight (8) month new employee probationary period, except for new Detention Officers and Telecommunications Officers ("TCOs"), who shall serve a (12) month new employee probationary period. Upon successful completion of the new employee probationary period, the employee shall be classified as a permanent employee. The probationary period shall be counted as part of the employee's Seniority and Longevity after the employee is considered permanent. During the 8 month new employee probationary period, the City may terminate or otherwise discipline the new probationary employee and such action shall not be subject to the grievance and arbitration process.

b) The City shall perform at least two (2) job performance evaluations during the new employee probationary period in which the employee is appraised in writing as whether they have adequately learned and/or performed the functions and responsibilities of the position and provide the employee with a fair opportunity to correct any deficiencies. The evaluations provided hereunder shall be required for termination(s) based upon an employee's failure to adequately learn and/or perform the functions and responsibilities of the position. The City's failure to perform such evaluations shall be subject to the grievance and arbitration process with the remedy being a new eight (8) month probationary period.

c) New probationary employees shall earn but shall not be eligible to take vacation during their new employee probationary period. New probationary employees will be eligible to take earned vacation benefits after completing their new employee probationary period. All new and promotional probationary employees shall earn full sick leave credit during the periods of probation. Any sick leave utilized by probationary employees must be accompanied by a medical certificate acceptable to the Director of Labor Relations or his/her designee. New probationary employees will not be eligible for tuition reimbursement.

**15.6.2 Permanent Employees.** a) Permanent employees promoted to a higher classification within the bargaining unit shall serve a promotional probationary period of six (6) months. In the event an employee fails a probationary period (within or outside the bargaining unit) or becomes ineligible for the position because of testing, the employee may exercise Bumping Rights back to his/her previously held classification and have his/her seniority bridged for all purposes. While the employee is in the promotional probationary period, he/she shall have all rights under the grievance and arbitration procedure.

b) The City shall perform at least two (2) job performance evaluations during probation in which the employee is appraised in writing as whether they have

adequately learned and/or performed the functions and responsibilities of the position and provide the employee with a fair opportunity to correct any deficiencies. The evaluations provided hereunder shall be required for termination(s) based upon an employee's failure to adequately learn and/or perform the functions and responsibilities of the position. The City's failure to perform such evaluations shall be subject to the grievance and arbitration process with the remedy being a new six (6) month probationary period.

**15.7** Any employees removed or terminated from his/her position due to performance failure(s) during the promotional probationary period may appeal the removal or termination to the Civil Service Commission. Such appeal must be filed with the Commission within fourteen (14) calendar days from the date of termination, or such longer period as may be authorized under Civil Service Rules.

#### **ARTICLE 16 - JOB POSTINGS AND JOB VACANCIES**

**16.1** When a position vacancy exists in a job classification covered by this Agreement, the position vacancy shall be posted where employees customarily assemble and in a conspicuous place in the department for five (5) days and on the appropriate Personnel Department's website. Qualification for the position will be determined by the employer. If multiple qualified employees, as determined by the employer, bid on the position, seniority will be the deciding factor. The City shall not be obligated to post vacancies for entry level positions identified on Exhibit 1 or any newly created entry level position(s), but shall be required to post all other vacancies for positions covered by this Agreement.

#### **ARTICLE 17 - DISCIPLINARY PROCEDURE**

**17.1** The City of Bridgeport and its representatives shall exercise full disciplinary authority consistent with its responsibility to direct employees to perform the required work duties in order to achieve department program goals and satisfactory municipal service to the general public.

**17.2** All disciplinary action shall be applied in a fair manner and shall not be inconsistent to the infraction for which the disciplinary action is being applied.

**17.3** Disciplinary action shall be progressive and shall include (a) a verbal warning, (b) a written warning, (c) suspension without pay, and (d) discharge. The City and the Union recognize the concept of the progressive discipline policy outlined above; however both parties agree that there are certain grave offenses wherein the discipline imposed by the City does not require compliance to the aforementioned provisions. Progressive discipline involving attendance and tardiness shall not be governed by this Section 17.3 but shall be governed by the City's Attendance and Tardiness

policies.

**17.4** Except as specifically limited elsewhere in this Agreement, all disciplinary action, except discipline of probationary employees, may be appealed either through the established grievance and arbitration procedure (Article 18), or through the Civil Service Commission, but not both.

**17.5** When a minimum of two (2) years have elapsed without the employee receiving further discipline, the City shall remove memorandum of reprimand (i.e., verbal warnings, written warnings) from the employee's personnel file upon receipt of a written request by the employee.

**17.6** All discipline, including written evidence of oral warnings, suspensions and discharges will be stated in writing and transmitted to the employee, at the last known address, and a copy provided to the Union. In all such written discipline cases, the Union and the employee will be notified of the action by letter. Notification to the employee may be done by hand delivery or via certified mail, return receipt requested. Notification to the Union may be by electronic mail, delivery receipt required.

#### **ARTICLE 18 - GRIEVANCE AND ARBITRATION PROCEDURE**

**18.1** Any grievance or dispute which may arise between the parties, concerning the application, meaning or interpretation of this Agreement, shall be settled only in the following manner, except that any grievance or dispute which may arise regarding Civil Service Rules and Regulations that are not a concern of this Agreement shall be settled through the established Civil Service procedure. A "Day" for the purposes of this Article shall mean workday, Monday through Friday, excluding holidays, for all employees.

**Step 1** The employee or the Union Officer, with or without the employee, shall file the grievance or dispute in writing with the employee's supervisor or department head and the Office of Labor Relations within ten (10) Days of the date of the circumstances giving rise to the grievance or within ten (10) Days from when the employee reasonably should have known of those circumstances. Such grievance must contain the following information:

1. A statement presenting, in a concise manner, a general description of the grievance.
2. A statement outlining the relief sought; and
3. Specific reference to the clause or clauses of the agreement, which the grievant feels have been violated.

The failure to strictly comply with the provisions of sub-paragraphs 1, 2, and 3 above shall not be the basis for claiming a grievance is not arbitrable. The City shall

have five (5) working days to respond to the grievance at Step 1. A disposition at this step will not be cited as precedent by either party.

**Step 2** In the event the grievance is not resolved at Step 1, the grievance shall automatically be scheduled by the Office of Labor Relations for a Step 2 hearing. The hearing date shall be set not more than fifteen (15) days from the date the grievance was filed, and the Union shall be provided with not less than three (3) Days advance notice of the scheduled hearing date. The Labor Relations Office shall have ten (10) days after the hearing to issue a written decision at Step 2.

**Step 3** If the grievance remains unsettled either party may, within thirty (30) days after the Step 2 decision is issued, request arbitration by the State Board. Said Board shall hear and act on such dispute in accordance with its rules and regulations.

Any suspension or termination grievance may be processed by the Union directly to Step 2, within ten (10) Days of imposition of the discipline. The parties agree that every attempt shall be made to schedule arbitration hearings in discharge cases within 120 days of the filing date for arbitration. If a grievance is not answered within the prescribed time limits at each step, the grievance may be presented to the next step of the grievance procedure.

**18.2** Any of the time limits in this Article may be waived or enlarged upon mutual written consent.

**18.3** The arbitrator(s) shall limit their decisions strictly to the application, meaning or interpretation of the provisions of this Agreement. The arbitrator(s) shall not add to, nor subtract from, the terms of this Agreement as written. The arbitration award shall be in writing and shall set forth the opinion and conclusions on only the issue submitted.

**18.4** The decision of the arbitrator(s) shall be final and binding on the parties, and the arbitrator(s) shall be requested to issue its decision within thirty (30) days after the conclusion of testimony and argument.

**18.5** Expenses for the arbitrator(s)' services and the proceedings shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own Representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes copies available without charge to the other party and to the arbitrator(s).

**18.6** Nothing contained in this Article shall prevent any employee from processing his own grievance through the grievance procedure in accordance with Section 7-468(d) of



the C.G.S providing that the Union shall be promptly notified of such grievance as it is being processed. The Union shall have the sole and exclusive right to process the grievance to arbitration.

**18.5** The parties agree to the utilization of an expedited arbitration system for cases which both parties agree.

**18.6** The parties further agree that forums other than the State Board of Mediation and Arbitration such as the American Arbitration Association (A.A.A.) or the Federal Mediation and Conciliation Service (F.M.C.S.) may be used to comply with the provisions of this Article.

**18.7** All grievances not resolved at Step 2 may be submitted to mediation upon mutual agreement of the parties.

**18.8** Either party may select up to five (5) cases per contract year for arbitration before the American Arbitration Association. The selecting party shall pay the costs of such arbitrations.

#### **ARTICLE 19 - TRANSFERS AND ASSIGNMENTS**

**19.1** Transfer is defined as the change of an employee from one City department to another City department, within the same job classification and with the approval of the department heads and the Personnel Director.

**19.2** Reassignment is defined as the change of an employee from one work site to another work site within the same department, within the same job classification. Assignment shall also be construed to mean re- assignment.

**19.3** Employees desiring to transfer to other jobs shall submit an application in writing to their immediate supervisor. The application shall state the reason for the requested transfer.

**19.4** Employees requesting transfer shall be transferred on the basis of seniority, provided he/she has the ability to do the job effectively without further training.

**19.5** The City may transfer and reassign employees provided the employees to be transferred or reassigned be given three (3) full working days notice, excluding holidays and weekends. Upon such notification the department head or immediate supervisor shall meet and explain the reasons for the transfer or reassignment to the employee. The City agrees that transfers and assignments shall not be for reasons other than sound business or operating reasons. The City further agrees that transfers and reassignments shall not reduce the normal weekly work hours, excluding overtime, of

the affected employee(s). The City also agrees that Seniority shall be a factor to be considered by the City when initiating a transfer or reassignment, but Seniority shall not be the sole determining factor.

## **ARTICLE 20 - SHIFT AND SCHEDULE PREFERENCE**

20.1 Shift preference will be granted on the basis of seniority within the job title as openings occur. Such preferences shall be exercised first by employees within a division. If no employees within the division exercise such preferences, then employees within the department will be given preference by seniority.

## **ARTICLE 21 - TRAINING AND TUITION REIMBURSEMENT**

21.1 If training is conducted during normal working hours, the employee shall receive his/her regular hourly rate while undergoing training. If training is conducted outside normal working hours, no compensation will be paid to employees under going training, unless such training is required by the City.

21.2 In the selection of trainees, qualified applicants will be determined by the employee's expression of interest, aptitude and work record. From the qualified applicants, assignments to training will be in order of Seniority.

21.3 Detention Officers will undergo an initial training period of approximately six and one-half (6 ½) weeks plus an additional four (4) week field training period with training content and the term of training to be determined by the Chief of Police or his/her designee. During training, DOs will work forty (40) hours per week based upon an 8:00 a.m. to 4:30 p.m. workday with one half (1/2) hour unpaid lunch. DOs in training will be assigned as the Chief of Police or his/her designee determines, in his/her sole discretions, the needs of the Police Department and the training program require.

21.4 In accordance with the C.G.S. concerning Municipal Police Training, Special Officers and Harbor Masters shall receive a minimum of forty (40) hours training every three (3) years paid for by the City.

21.5 Tuition Reimbursement: The City shall reimburse each employee for monies actually paid out by the employee for tuition up to a limit of \$1,500 per fiscal year. Monies not spent shall not be rolled over year to year. Reimbursements shall be made within sixty (60) days of submission of the employee's payment to the Director of Labor Relations or his designee and upon satisfactory completion at a grade C or better for each course, at an accredited institution, in subjects which are designed to increase his/her proficiency in his/her present or potential assignment at his/her respective departments or any department within the bargaining unit. The employee must apply



and maintain written of the Department Head in advance of enrollment. Such approval shall be limited to whether or not the employee's request complies with the standards set forth within this Article and shall not be unreasonably withheld. The tuition reimbursement expenditures for the bargaining unit shall be capped at forty thousand dollars (\$40,000) per fiscal year for all NAGE members. Employees must remain in City employment for a period of two (2) years after completion of a course or the employee shall reimburse the City for any tuition reimbursement received during the two year period prior to separation from employment.

## **ARTICLE 22 - SAFETY AND HEALTH**

**22.1** A joint Safety and Health Committee will be established to study City and Board of Education facilities and equipment utilized by employees within the bargaining unit and to make reports and recommendations concerning remedial action as the situation may require. The Union is to appoint three (3) members of this Joint Committee. The City will appoint three (3) members. The mayor of the City will appoint a seventh (7th) to act as Chairperson. Either party shall have the right to replace its members at its pleasure.

The Joint Committee shall conduct meetings at least once in each calendar month.

## **ARTICLE 23 - REST PERIODS**

**23.1** All employees' work schedules shall provide for a fifteen (15) minute rest period during each one-half shift. The rest period shall be scheduled at the middle of each one-half shift whenever this is feasible, but may not be annexed to the lunch break unless the supervisor approves on an instance by instance basis.

**23.2** Employees who, for any reason, work beyond their regular quitting time into the next shift shall receive a fifteen (15) minute rest period before they start to work on such next shift. In addition, they shall be granted the regular rest periods that occur during the shift.

## **ARTICLE 24 - SPECIAL PROVISIONS RELATING TO SPECIFIC JOB CLASSIFICATIONS**

**24.1** Special Officers and Harbor Masters are authorized with arrest powers in the enforcement of City ordinances. Said powers shall be consistent with statute and other applicable law.

**24.2** Special Officers shall not take assigned vehicles home at the conclusion of their shifts.

**24.3** Park Special Officers vacancies shall not be filled and Park Special Officers will be eliminated through attrition. The jurisdiction and scope of duties of Park Special Officers shall be assigned by the Police Chief.

**24.4** Detention Officers will be required to submit to annual physical fitness testing which shall be based upon the "Cooper Standards" used in the Connecticut Municipal Police Academy (copy attached as Appendix I). Refusal or failure to take the annual physical test (except for authorized leave or documented physical incapacity) shall be cause for discipline. Such physical testing shall be conducted during the DOs regular work shift. DOs must maintain the percentile of fitness required by the City's Police Department Training Division for successful completion of initial training for DOs adjusted for age and gender. Any DO who fails the test will be retested within ninety (90) days. The first failure on a retest will result in a one (1) day suspension without pay. The second failure will result in a five (5) day suspension without pay. Upon the third failure, the City may terminate the DO.

**24.5** Telecommunications Officers (TCOs) working as Communications Training Officers (CTOs) shall be paid an additional seven and one-half percent (7.5 %) of their straight time regular hourly wage, which shall be included in the next pay period. Selection of TCOs to serve as CTOs shall be based on qualifications to be determined by the Director of Emergency Management and Homeland Security or his/her designee. Seniority will be considered, but shall not be the sole qualifying factor.

**24.6** Sub-guards will continue to be utilized by the City through the end of the 2022-2023 school year. The Sub-guard job classification in the bargaining unit represented by NAGE will be eliminated effective on or before July 1, 2023. Thereafter, all employees in the Sub-guard job classification or performing duties as a Sub-guard will be reclassified as either a) a regular employee in the pre-existing Security Guard job classification now represented by NAGE, or b) a part-time employee working fewer than twenty (20) hours per week and excluded from the bargaining unit represented by NAGE. Any and all previous side agreements or memoranda of understanding concerning Sub-guards are expressly disavowed by the parties and are of no force or effect.

## **ARTICLE 25 - WAGES**

**25.1** Effective and retroactive to July 1, 2022 there shall be a three percent (3%) wage increase for all employees in all job classifications covered by this Agreement.

Effective July 1, 2023 there shall be a three percent (3%) wage increase for all employees in all job classifications covered by this Agreement.

Effective July 1, 2024 there shall be a three percent (3%) wage increase for all employees in all job classifications covered by this Agreement.

Effective July 1, 2025 there shall be a one and one-quarter percent (1 1/4%) wage increase for all employees in all job classifications covered by this Agreement.

Wage rates for all currently occupied job classification covered by this Agreement are set forth in Appendix C.

**25.2** For the purpose of this Agreement, an employee's regular weekly earnings shall be that portion of his regular annual salary which he receives each week. An employee's regular hourly rate shall be that portion of his regular weekly earnings reduced to an hourly rate.

**25.3** In determining an employee's rate of pay for any monetary benefit under this Agreement, the basis to be used in such determination shall be the employee's regular annual, weekly or hourly rate, whichever is appropriate in determining such benefits. However, any retroactive pay increases shall apply to all overtime compensation paid.

**25.4** In no event shall any additional monies received as a result of any other provision of this Agreement be considered as a portion of an employee's regular annual, weekly or hourly rate. The single and sole criterion for making a determination of any employee's annual weekly or hourly rate shall be the salary being paid in accordance with the applicable wage schedule.

**25.5** In the event a bargaining unit employee is promoted, his new salary shall be arrived at by following the principle of a promotional increase being equal to at least a step increase in the employee's range prior to promotion

**25.6** Employees required to work in a higher classification than their normal classification shall be paid the rate of the higher classification for that period of time.

**25.7** Employees after one hundred and twenty (120) days in an Acting or Provisional status shall receive the Acting or Provisional pay rate for purposes of all leaves and vacations. Acting and Provisional employees shall also receive all pay step increases afforded the classification after one (1) year in that status which they are Acting or Provisionals.

**25.8** Merit increases may be granted by the appointing authority should the employee have maintained a standard of attendance and job performance acceptable to the appointing authority. Should the appointing authority fail to recommend the merit increase, the reasons therefore shall be reduced to writing and provided to the employee. Should the employee feel that the reasons for the denial are not substantiated the Union may file a grievance concerning the matter. The grievance shall be decided by a panel comprised of one person chosen by the Union, one person chosen by the City and the third chosen by both of them. The panel shall be impaneled within ten (10) days of the denial. Should this time frame not be met the

appeal will be heard as expeditiously as possible regardless.

**25.9** All employees shall be enrolled in direct deposit.

**25.10** The parties agree to work together diligently to negotiate and develop a more appropriate step increase program for all bargaining unit positions for inclusion in any successor agreement to this Agreement. The parties will meet, whether in person or remotely via video and/or audio conferencing, not less frequently than once per month commencing not later than 60 days after this Agreement becomes effective and continuing thereafter until the next agreement has been reached.

## **ARTICLE 26 - LONGEVITY PAYMENTS**

**26.1** Each employee who was hired prior to July 1, 1992 and who has or will have five (5) or more years of continuous municipal service, shall receive in the pay period subsequent to October 1st of each contract, year, and annual payment equal to seventy-five dollars (\$75) for each year of completed service. Such payment shall not exceed one thousand eight hundred dollars (\$1,800). Effective October 1, 2006, the cap on such payment shall increase to two thousand two hundred and fifty dollars (\$2,250). Employees hired after July 1, 1992 shall be eligible to receive longevity pay as provided above after then (10 years of continuous municipal service.

**26.2** Employees who leave service prior to October shall receive a Longevity Pay pro-rata for the period qualified. In case of an employee's death, his/her spouse and/or children shall receive the Longevity Payment effective upon this Award.

## **ARTICLE 27 - SHIFT PREMIUMS**

**27.1** Employees working on the second or third shift shall be paid a premium of one dollar and fifteen cents (\$1.15) for each hour worked on the second or third shift.

**27.2** The above premium shall be added to the employee's rate for the purpose of computing pay for sick leave days, for paid holidays, for paid personal days, for vacation days under this Agreement.

**27.3** Shifts shall be defined as follows: Second shift shall be 3:00 p.m. to 11:00 p.m., or 4:00 p.m. to 12:00 a.m., as the case may be; Third shift shall be 11:00 p.m. to 7:00 a.m., or 12:00 a.m. to 8:00 a.m., as the case may be.

**27.4** Notwithstanding any other provisions of this Agreement, the City may with thirty (30) days advance notice change the shift schedule set forth in Section 27.3

by no more than two (2) hours either way.

## **ARTICLE 28 - APPAREL, UNIFORMS & EQUIPMENT**

**28.1** The City shall provide to any City employee, required to wear protective clothing, his/her own protective clothing of good quality and condition. Such clothing shall consist of rain gear, boots, gloves and goggles, or any other protective clothing deemed necessary by the Occupational Safety and Health Administration (O.S.H.A.).

**28.2** Uniforms for Special Officers, Deputy and Senior Deputy Harbor Masters, and Detention Officers damaged in the line of duty will be replaced by the Employer, (respective departments), at no cost to the employee, or deduction from the uniform allowance upon approval of the Department Head. Personal property used in the line of duty will be replaced by the Employer on the same basis. Approval shall not be unreasonably denied, except for normal wear and tear which shall be paid for out of the uniform allowance.

**28.3** The Employer shall provide each Special Officer and Harbor Master his/her own foul weather gear of good quality and condition. Such clothing shall consist of a reversible raincoat, one side of which shall be of a bright luminous color for traffic duty purposes, rubbers and a weatherproof hat cover. The Employer shall provide each Harbor Master his/her own Mustang Suit for foul weather.

**28.4** The City shall provide Special Officers and Harbor Masters two-way communications equipment in their radio cars and hand units for the Special Officers on foot patrol.

### **28.5 Annual Apparel and Equipment Allowances:**

- a. Cafeteria Workers shall receive a uniform allowance of three hundred seventy-five (\$375.00) for each contract year.
- b. Lab Technicians shall receive three hundred dollars (\$300) for the purchase of uniforms each contract year.
- c. Full-time Special Police and Senior Deputy and Deputy Harbor Masters shall receive eight hundred dollars (\$800) per year for uniform allowance each contract year.
- d. Animal Control Officer shall receive a uniform allowance of five hundred dollars (\$500.00) each contract year.
- e. Housing Code Inspectors; Sanitarians; Epidemiological Inspectors; Outreach Tuberculosis Workers'; Property Appraisers; Zoning Inspectors and Anti-Blight Inspectors. shall receive an initial one-time allowance of four hundred dollars (\$400.00) for outerwear upon implementation of the current contract and three hundred dollars (\$300.00) each contract year thereafter

- f. All Telecommunications/Dispatch Operators shall receive three hundred dollars (\$300) per contract year for the purchase of uniforms.

**28.5.1** All uniform allowances shall be payable the first pay day of August of each contract year.

**28.6 Annual Apparel and Equipment Allotments:**

- a. Full-time custodians shall be provided with a uniform allotment consisting of three (3) shirts, four (4) pairs of pants, one (1) vest and one (1) jacket. The uniforms shall be replaced as necessary.
- b. Parking Enforcement Officers shall be provided with a uniform allotment of three (3) summer uniforms and three (3) winter uniforms each contract year.
- c. Outreach personnel in the Health Department shall be provided with two (2) lab coats. The lab coats shall be replaced as necessary.
- d. Cafeteria Workers shall be provided with a back brace upon written request to the Department Supervisor.
- e. Security Guards, for the first and third contract years of this Agreement, shall be provided with an allotment of four (4) pairs of uniform pants and four (4) uniform shirts, the type and design to be determined solely by the City of Bridgeport. For the second and fourth contract years of this Agreement, Security Guards shall be provided with an allotment of one (1) black belt, one (1) police security outdoor jacket, and one (1) pair of either black boots or sneakers appropriate for use while performing Security Guard duties. The process by which the employees receive the allotments will be determined solely by the City of Bridgeport, but the allotment shall be made within the time period specified in 28.6.1.
- f. Detention Officers shall be provided with an allotment of three (3) short sleeve shirts, three (3) long sleeve shirts which shall be embroidered with a badge and a name, three (3) pairs of B.D.U. pants and one (1) pair of shoes. Such shoes shall be in conformity with the color and type worn by the City's Police Officers. Detention Officers will wear the uniform designated by the City's Police Department for Detention Officers. No additional embroidery, patches or variations of the designated uniform will be permitted.

**28.6.1** All uniform allotments shall be delivered to employees on the first pay day of August of each contract year.

**28.7 Advanced Rabies Immunizations.** - The City shall provide and pay for advanced rabies immunization shots for all active Assistant Animal Control Officers and upon hiring for all new Assistant Animal Control Officers. Such shots are to be distinguished from the normal rabies treatment that would occur when a possible exposure arises.

**ARTICLE 29 - INSURANCE**

**29.1** The City shall provide and pay for the Health Benefits for all employees and



their enrolled eligible dependents as follows:

A) "Medical Benefits" in accordance with the CT Partnership 2., a copy of which is annexed to the originals of this Contract and is on file with the City and the Union (the "Medical Plan") Appendix E.

B) Drug Prescription plan (covering all approved medications) with the CT Partnership 2.0 Plan with an annual maximum and co-pays as described in the attached "Your Personal Prescription Benefit Program" section contained in Appendix F.

C) The twenty-five dollar (\$25.00) deductible CIGNA Dental Plan, or its equivalent, excluding orthodontia (the "Dental Plan") described in Appendix G.

D) The VSP Vision Plan, or its equivalent, as outlined and attached hereto as Appendix H (the "Vision Plan").

**29.2** The City shall provide and pay for the cost of a Group Life Insurance Policy in the amount of twenty-five thousand dollars (\$25,000) dollars with accidental death and dismemberment for all employees.

**29.3** Retirees prior to the first day of this Agreement, and their surviving spouses, if any, will receive benefits for health care as defined in the plans in existence under the contract which governed their retirement (or such alternative coverage as they have accepted) and make contributions to coverage, if any, in accordance with such contracts(s).

**29.4** For health benefit eligible retirees and their enrolled eligible spouses at the time of retirement, upon attaining Medicare eligibility after their actual retirement date, the premium cost share for health care benefits shall be based upon the premium rate of the supplemental plan provided by the City for said retirees and their spouses. The premium cost share for the retiree's dependents, including a spouse, who is not Medicare eligible, shall be based upon the Fully Insured Equivalent rate for the coverage provided to such dependents.

**29.5** A) Benefits under the Medical Plan or, if appropriate due to age, Medicare Part Band the Medicare Supplement Plan to the extent needed, and the Prescription Drug Plan for retirees, who retired on or after June 30, 2001, and their enrolled eligible dependents on the date of retirement, if any, will be modified to conform to such benefits as provided to the active employees as the same may, from time to time, be modified under future collective bargaining agreements. No additional dependents may be enrolled under an employee's benefit package after retirement.

B) If any employee who retires on or after July 1, 1999 shall have available coverage for Medical Benefits through subsequent employment of the retiree or through the retiree's spouse, such retiree shall apply for, and if eligible obtain, such coverage provided that such alternative coverage shall not exceed in premium cost to the retiree the cost which the retiree would have paid to the City for Medical Benefits coverage except as provided below. The retiree shall not take advantage of any buy- out program in such coverage. The Medical Benefits provided by the City of Bridgeport shall remain secondary to those other Medical Benefits obtained by the retiree, except that in the event the retiree shall not be eligible for alternative coverage, where the retirees' premium cost would be less than the retiree's premium cost for the City's Plan and the City shall not have exercised an option to reimburse the retiree or surviving spouse for such additional cost, the Medical Benefits provided by the City of Bridgeport shall become primary for the retiree and the retiree's spouse. The retiree and the retiree's spouse who have alternate coverage to which they must contribute shall not be required to contribute to the City's coverage to the extent of such contributions.

**29.6** Whenever an employee covered by this agreement is suspended, all Health Benefits under Section 29.1 and insurance under Section 29.2 shall be provided throughout the period of suspension. Such Health Benefits and insurance shall continue to be provided for terminated employees, who have filed a timely grievance of such termination under this Agreement, until a final decision on such grievance in arbitration or six (6) months from the date of termination, whichever is sooner.

**29.7** The City may offer the privilege of choosing an alternative health care carrier and/or administrator and/or plans in lieu of the City's Plan as set forth in Section 29.1 of this Article. Enrollment periods shall be annually in May of each year. For employees electing the alternative, the City shall remit monthly to the Plans in an amount up to but not to exceed that which the City pays for the City's Plans Insurance as specified in Section 29.1 of this Article. If the cost for the alternative is greater than the amount the city would have paid or contributed had the employee not elected such plan, then the City agreed to deduct from the employee's pay, upon receipt of a written authorization from the employee, the additional amount required for full payment of the alternative premium.

**29.8** The City shall be permitted to substitute insurance or benefits arrangements from any source for the Plans provided for in Section 29.1 of this Article. Such substitutions shall be permitted if the substituted coverage offers benefits and methods of administration, processing and payment of claims at least equal to those specifically provided for in Section 29.1 of this Article.



Before the City may substitute, it must negotiate the substitution with the Union. If the Union does not agree to the substitution, the City must claim the matter for arbitration in accordance with single member panel rules of the American Arbitration Association. The Arbitrator will order the substitution, if after weighing the total benefits and methods of administration, processing and payment of claims offered by the City's proposal against the total benefits and methods of administration, processing and payment of claims offered by the Plan specified in Section 29.1 of this Article, he/she finds that the average bargaining unit member will, on an overall basis, benefit at least as well under the proposed substituted coverage. Nothing herein shall require the City to propose total substitutions for the coverage provided in Section 29.1 of the Article and substitution may be proposed for any one or more of the specified coverages.

**29.9** The City shall provide a payment in lieu of health benefits, for employees that waive such coverage, in the amount of two thousand (\$2,000) dollars per year. This payment will be paid in two (2) equal installments.

**29.10** The parties shall continue to work through the Labor Management Cooperative Committee on health care, which may modify but not substantially change the health benefits as provided herein.

**29.11** For purposes of this Article, "Premium Cost" shall be defined the actual premium cost paid for Medical Plan and Drug Prescription plan (Sections 29.1A and B) coverages, but excluding Dental Plan and Vision Plan (Sections 29.1C and D) coverages which are 100% paid by the City or if the City does not pay an actual premium cost, then the pseudo premium cost as developed by an independent third party administrator for purposes of establishing premiums pursuant to the Comprehensive Omnibus Budget Reconciliation Act ("COBRA")

1. Effective January 1, 2023 the Premium Cost Share (PCS) paid shall be 25% for all active employees. Thereafter, the PCS shall increase by 1% per year on July 1st of each year, until a cap of 33 1/3% is reached, except as otherwise set forth in paragraph 2 below.

2. Members of the bargaining unit on July 1, 2012, or new members of the bargaining unit by virtue of an intra-City transfer, who were hired on or before July 1, 2012 and who were regular full time employees on said date shall have their PCS contribution capped at twenty five percent (25%) for their health care insurance. This 25% PCS cap is guaranteed to remain in effect for said members throughout their period of employment with the City and their entire period of retirement.

3. Said PCS percentage shall be in accordance with either number 1 or 2

above regardless of the coverage category of employee only, employee plus one, or employee plus family.

**29.12**

**A)** The City will implement and shall maintain a plan pursuant to Section 125 of the Internal Revenue Code for all active employees so as to facilitate deduction of the amounts contributed for health benefits and for childcare from the gross income of the employee for tax purposes.

**B)** As an alternative to the current health and/or insurance benefits, the City may offer an employee benefits cafeteria plan which allows the employee to select from a specific list of benefits up to a yearly dollar amount as agreed; the details of which shall be subject to reopener negotiations at the request of either party.

**29.13** Any employee hired after May 1, 2015 will not be eligible to receive post-employment medical benefits regardless of the service time the employee has with the City.

**ARTICLE 30 - PENSION PLAN**

**30.1** All employees in the bargaining unit shall be covered by the Connecticut Municipal Employees Retirement System ("CMERS"). The employee contribution to CMERS shall be on a pre-tax basis subject to meeting CMERS requirements and all other City unions in CMERS agreeing to the pre-tax basis.

**ARTICLE 31 - EMPLOYEE ASSISTANCE PROGRAM (EAP)**

**31.1** The City of Bridgeport recognizes that a wide range of problems not directly associated with one's job function can have an undesirable effect on an employee's job performance.

**31.2** The City of Bridgeport also recognizes that almost any human problem can be successfully treated provided it is identified in its early stages, and referral is made to an appropriate modality of care. This applies whether the problem be one of physical illness, mental or emotional illness, finances, marital or family distress, alcoholism, drug abuse or legal problems.

**31.3** Therefore, the City of Bridgeport believes it is in the interest of the employee, the employee's family and the City to provide an employee service which deals with such persistent problems.

**31.4** The Employee Assistance Program may establish, and therefore eliminate, and provide its services to all City employees and their immediate family members at nocost to employee or family.

**31.5** The decision to seek the assistance of the EAP is left with the employee. An employee may seek assistance on his/her own or may agree to accept assistance at the suggestion of his/her supervisor.

**31.6** Employees are assured that their job, future and reputation will not be jeopardized by utilizing this employee service. Strict record confidentiality will be observed at all times. No one other than the EAP counselor and the employee shall have access to the employee's file and/or progress reports, except in cases where this is waived by agreement.

**31.7** Employee problems causing unsatisfactory job performance will continue to be handled in a forthright manner within the established Bargaining Agreement procedures. There is no conflict or contradiction with the prevailing unit procedures.

**31.8** To ensure consistency and cooperation, the appropriate union steward will, if the employee consents, become involved when necessary. It should be understood from the outset that this service is a cooperative effort supported by the administration and unions representing City employees.

## **ARTICLE 32 - HOLIDAYS**

**32.1** All employees of the City of Bridgeport shall be paid and have the following days off as holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day and any holiday officially proclaimed as such by the Mayor of the City.

**32.2** If a holiday falls on Sunday, the following Monday shall be considered the holiday. If a holiday falls on a Saturday, the holiday shall be observed the preceding Friday. Employees who work in departments operating on a seven (7) day, twenty-four (24) hour basis will be paid for holidays on the actual day of the holiday.

**32.3** In addition to receiving straight time pay as holiday pay for the holidays listed in Section 32.1, employees who work on either the holiday listed in Section 32.1, or the day on which such holiday is observed, shall be compensated for such work at 1 and 1/2 times their hourly rate for the longer period of work performed on either the actual holiday or the observed holiday, but not both. Employees who are scheduled off on a holiday

shall receive straight time for such holiday off.

**32.4** To be eligible for holiday payment, the employee must have worked the full workday before the holiday and the full workday after the holiday, unless excused for reasons acceptable to the City, for example bereavement leave, personal illness, or illness on a holiday, provided the absence is accompanied by a medical certificate, acceptable to the Director of Labor Relations or his/her designee.

### **ARTICLE 33 - VACATIONS**

**33.1** Except as set forth below, vacations shall be in accordance with the ordinances of the City of Bridgeport which are now in effect and which provide for such vacations including pro-rated vacations for all part-time employees covered by this Agreement.

**33.2** Employees are entitled to paid vacation each Contract Year based upon Tenure (as defined in Section 14.1) as follows:

<b>Tenure</b>	<b>Vacation Entitlement</b>
< 1 yr	One (1) day of paid vacation for each month of such continuous service but not to exceed seven (7) days in the Contract Year such service is rendered.
> 1 yr < 5 yrs	Ten (10) days
>5 yrs<10 yrs	Fifteen (15) days.
>10 yrs < 20 yrs	Twenty (20) days.
<20 years	Twenty-five (25) days

#### **33.3 Vacation Carryover and Vacation Payout**

**33.3.1** Employees with five or fewer vacation days are not eligible for Vacation Carryover or Vacation Payout, as defined below.

**33.3.2** Employees with ten (10) or more vacation days may carry over not more than five (5) unused vacation days from one contract year to the next contract year ("Vacation Carryover").

**33.3.3** Employees with fifteen (15) or more vacation days are eligible for Vacation Carryover and also may elect to receive payment, in lieu of vacation for ten (10) vacation days each contract year ("Vacation Payout"). Any employee eligible for both Vacation Carryover and Vacation Payout may elect to take one or both in any contract year/vacation year. Each employee must take at least one (1) week vacation during each contract year.

**33.3.4** Employees who have not carried over from the prior year and who

elect to take a Vacation Payout will be paid in accordance with the employee's current salary. An employee who carried over vacation from the prior year and elects the Vacation Payout option shall be paid at a rate equal to such employee's salary in effect at the end of the prior contract year. All payout shall be paid to the employee at the end of the contract/vacation year in which the election is made and at the pay rate in effect on the date(s) such vacation was earned.

**33.4** All TCO's eligible for one or more weeks of vacation must take one vacation week as a unit. A unit shall consist for four (4) days.

**33.5** If a holiday falls during an employee's vacation, such employee will not be charged a vacation day on the day of the holiday.

#### **ARTICLE 34-SICK LEAVE**

##### **34.1 Sick Leave Accrual:**

34.1.1 On December 31, 2022, employees hired after June 30, 1992, shall be awarded five (5) sick leave days for the preceding six month period July-December 2022. Employees hired prior to June 30, 1992 shall earn sick leave at the rate of one and one-quarter working days for each calendar month of service during the six month period July-December 2022. Effective January 1, 2023 all employees shall earn sick leave at the rate of one and one-quarter working days for each calendar month of service, the total of which shall not exceed fifteen (15) days in the first twelve (12) months.

**34.2** All unused sick leave of any employee shall be accumulated without limitations. Sick leave shall continue to accumulate during leaves of absence with pay and during the time an employee is on authorized sick leave or vacation time.

**34.3** A medical certificate, acceptable to the appointing authority, may be required for any absence consisting of three (3) or more consecutive working days.

##### **34.4 Sick Leave Payout:**

34.4.1 Employees whose employment is terminated voluntarily or involuntarily and who were hired on or before June 30, 1992 shall receive a lump sum payout equal to eight-five per cent (85%) of the value of the total accumulated but unused sick leave calculated by using the employee's rate of pay at time of termination of employment.

34.4.2 Employees whose employment is terminated voluntarily or involuntarily and who were hired after June 30, 1992 and on or before ratification of this Agreement, shall receive a lump sum payout equal to fifty per cent (50%) of the value of the total accumulated but unused sick leave with a maximum accumulation of two hundred (200) days, calculated by using the employee's rate of pay at time of termination of employment.

34.4.3 Employees whose employment is terminated voluntarily or involuntarily and who were hired after ratification of this Agreement shall not be entitled to receive any lump sum payout of any accumulated but unused sick leave.

**34.5** Upon the death of an employee who is eligible for a payout, the amount of sick leave credited to the employee shall be payable to his/her then living spouse, or if no spouse, to his/her then living child(ren) in equal shares, or if no children, to his/her estate.

**34.6 Administration:**

- a) The City shall be responsible for the administration of these provisions.
- b) The City shall maintain a record for each employee of all sick leave taken and accumulated. These records shall be subject to periodic reports to be submitted to the employee.
- c) A record of each employee's accumulated sick leave shall be either 1) submitted to such employee upon request at least once annually, or, 2) indicated on the employee's wage stub at established periodic intervals to be determined by the City but not less than once annually.

**ARTICLE 35 - OTHER LEAVE**

**35.1 Paid Personal Leave.** Three (3) days personal leave with pay for employees in ten month positions, and four (4) days personal leave with pay for employees in twelve month positions shall be granted to any employee on request for personal business in any contract year provided twenty-four (24) hours notice is given, except in an emergency. Such request will not be unreasonably denied. Unpaid personal days may not be carried over from one year to the next or converted to sick days.

**35.2 Paid Bereavement Leave.** Each employee shall be granted leave with pay in the event of a death in her/his immediate family. Such leave shall start on the day of death or the following day at the employee's option, and continue through and include the day of burial, except that in no event shall such leave be more than three (3) days, commencing on the day of death. For purposes of this Article, the term



"immediate family" shall mean and include the following: mother, father, mother-in-law, father-in-law, sister, brother, spouse, child, grandparent, grandchildren, step-parents, step-brothers and step-sisters. Any other bereavement leave, or any extension of the above leave shall be charged to the employee's sick leave account. Employees shall be granted one day leave with pay for the death of any aunt, uncle, son-in-law, daughter-in-law, brother-in-law, sister-in-law, niece or nephew. Employee shall provide verification of his/her relationship to the deceased.

**35.3 Unpaid Catastrophic Disability Leave. Intent** – The intent of this section 35.3 is to allow an employee who becomes disabled and unable to work due to a catastrophic illness or condition, the opportunity to continue their healthcare insurance for up to one year.

**35.3.1** Any employee who becomes medically disabled due to a catastrophic illness and is unable to perform their normally assigned duties may apply for medical leave by submitting a written statement from their physician indicating their present physical condition, the nature of the medical disability, the limitations to which that disability imposes upon their ability to continue with their normally assigned duties, and the probable duration of the disability.

**35.3.2** Any employee so disabled within the meaning of this article shall be allowed to continue their City provided healthcare insurance at the same level that existed when they became disabled provided they continue paying their required premium cost share (PCS) contributions for said healthcare insurance.

**35.3.3** Any employee medically disabled as a result of a catastrophic illness and uses sick leave to the extent accrued shall be entitled to receive all compensation which has been accrued under the various provisions of this agreement, and, upon returning to work, shall receive full credit for accumulated seniority, retirement, fringe benefits, and other service credits.

**35.3.4** Any employee disabled as a result of a catastrophic illness or medical complications related to a catastrophic illness must return to their position when they are physically able to perform their duties without restrictions. The City may require medical proof of any disability which it considers unduly long in duration.

**35.3.5** The maximum duration for leave under this article shall be one(1) year from the first date of said leave.

**35.4 Leave of Absence.** A department head, with the approval of the Director of Labor Relations, may grant an employee a leave of absence without pay for a period not to exceed one year, except that a six (6) month hardship extension may be granted with the approval of the Director of Labor Relations. No leave without pay shall be granted except upon written request of the employee. If approved, such leave shall be approved in writing and signed by the department head and the Director of Labor Relations.

Upon expiration of a regularly approved leave without pay, the employee shall return to work in the position held at the time leave was granted if the position is available. If the position is not available, the returning employee is to be placed in a position which he/she has demonstrated that he/she can perform effectively while in the Employer's employ and to which his/her seniority entitled him/her. Failure on the part of an employee on unpaid leave of absence to report for work promptly upon its expiration, without good cause, shall be considered as a resignation.

The Employer is not required to fill any vacancy created by such leave but any employee acting or appointed as a provisional to fill a bargaining unit position so created shall be part of the bargaining unit subject to this Agreement.

**35.5** Notwithstanding any other provisions of this Agreement, no leave shall exceed twelve months in duration.

### **ARTICLE 36 - WORKER'S COMPENSATION SUPPLEMENT**

**36.1** In the event that an employee is required to be absent from work due to a job-related accident, and as a result thereof, has been determined to be entitled to compensation payments pursuant to the Connecticut State Worker's Compensation law, such employee shall be paid the difference between eighty percent (80%) of that employee's regular straight-time earnings and the amount of the weekly Worker's Compensation pay for each of the third (3rd) to the twelfth (12th) weeks during which the employee is thus required to be absent from work. This provision shall not apply to back weakness or back soreness cases and no differential payment shall be made in any such case.

**36.2** Absence from work required by virtue of a job-related accident determined to be compensable under the Worker's Compensation Statute shall not reduce the sick leave allowance of the employee which has been accumulated pursuant to Section 34.2, Sick Leave of this Agreement.

**36.3** Subject to the limitations provided in Section 35.4, and 35.3, workers compensation leave shall be granted until such time as the employee reaches maximum medical improvement.

**36.4** Each employee so injured or disabled must choose from the list of approved health care providers on the City of Bridgeport Workers Compensation Managed Care Plan as it may be modified from time to time by the Plan Administrator with the approval of the Chairman of the Worker's Compensation Commission.



### **ARTICLE 37 - JURY DUTY**

**37.1** For each of its employees who is summoned to serve on a jury in the Superior Court or United States District Court (in the absence of solicitation by the employee to be listed as a prospective juror) and is required to serve on said jury, the City will reimburse such employees for the difference in the compensation received from the Court and the pay which said employee would have received had the employee worked those hours that the City would have scheduled for the employee's services during the same time period subject to the following provisions: Employees shall be eligible for this payment after presentation to the City of a statement by the appropriate Clerk of the Court setting forth the dates on which the employee was actually present in Court pursuant to the jury duty summons and the amount paid by the Court as the result of the performance of such jury duty.

### **ARTICLE 38 - NON-DISCRIMINATION**

**38.1** There shall be no discrimination against an employee because of the employee's race, color, sex, age, religion, national origin, marital status, disability, sexual orientation, political or Union affiliations.

**38.2** Disputes involving alleged discrimination shall not be arbitrable if the jurisdiction of the Connecticut Human Rights and Opportunities Commission or any federal or state court or agency has been invoked with respect to a claim of discrimination.

### **ARTICLE 39 - RESIDENCY**

**39.1** Employees must inform the appropriate personnel office (i.e. Civil Service Commission, Board of Education or Grants Personnel Office) and the department of all changes of resident address within forty-eight (48) hours of such change.

**39.2** Any employee residing outside the City of Bridgeport shall not be discriminated against regarding promotions and other conditions of employment because the employee is not a resident of the City of Bridgeport.

### **ARTICLE 40 - PUBLIC CONTACT**

**40.1** To foster sound relations between members of the union and the public, it is agreed that the City shall provide name tags to employees who have regular contact with the public and the Union agrees that all employees who have regular contact with the

public will endeavor to put a good faith best effort in regularly wearing the name tags in a visible place.

**40.2** Further, it is agreed that employees whose duties include answering telephone calls from the public will endeavor to put a good faith best effort in answering the telephone by giving their first name after the greeting.

The parties shall agree in writing which employees are excluded from this provision.

#### **ARTICLE 41 - SAVINGS CLAUSE, INCORPORATION**

**41.1** If any section, sentence, clause or phrase of this Agreement shall be held for any reason to be inoperative, void or invalid, the validity of the remaining portions of this agreement shall not be affected thereby, it being the intention of the parties in adopting this Agreement that no portion thereof, or provision herein, shall become inoperative or fail by reason of the invalidity of any other portion or provisions. In the event of any conflict between the provisions included in the body of this Agreement and its incorporated Appendices, this Agreement shall control.

**41.2** The specific City policies in existence on the effective date of this Agreement are attached hereto, incorporated herein and set forth as Appendix D, as follows:

1. Drug and Alcohol Testing
2. Attendance and Tardiness Policies
3. Vacations

#### **ARTICLE 42 - TERMINATION**

**42.1** The agreed upon items in this Agreement shall be effective as of the date of signing this Agreement following ratification/approval by respective parties and shall remain in full force and effect until the thirtieth (30<sup>th</sup>) day of June 2026. It shall be automatically renewed from year to year thereafter, unless either party shall notify the other in writing no more than one hundred fifty (150) days nor less than one hundred twenty (120) days prior to the expiration date that it desires to modify this Agreement. In the event such notice is given, negotiations shall begin no later than ninety (90) days prior to the expiration date. In the event that either party desire to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the expiration date.

## ARTICLE 43 - GENERAL PROVISIONS

**43.1** Whenever a new employee is hired, the City shall within ten (10) days of hire, provide the employee's name, department, job title, date of hire, whether or not he/she is a grant employee, and address to the Union. In addition, the City shall provide a complete seniority list of all employees of the Bargaining Unit to the Union Treasurer every six (6) months.

**43.2** Whenever a new grant employee is being hired, upon request from the union, the City must furnish the following information to the Union:

- a) The number of employees to be hired under the grant;
- b) Type and source of funding, and
- c) Any special terms or conditions of employment.

The Union shall have access to the Grant documents upon request.

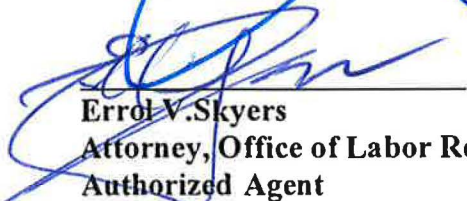
**43.3** Volunteers may be utilized at the Library to supplement and assist but shall not perform bargaining unit work.

**43.4** Any employee required to use their own vehicle in the performance of their job duties shall receive a mileage reimbursement at the IRS mileage rate subject to documentation in accordance with City Policies.


IN WITNESS WHEREOF, the parties have caused their names to be signed this 24 day of May, 2023

FOR THE CITY

  
\_\_\_\_\_  
Joseph Ganim, Mayor

  
\_\_\_\_\_  
Errol V. Skyers  
Attorney, Office of Labor Relations  
Authorized Agent

FOR THE UNION

  
\_\_\_\_\_  
James V. Meszoros, President

  
\_\_\_\_\_  
Michael Freddino, Vice President

**EXHIBIT 1**  
**POSITIONS FOR WHICH NO POSTING IS REQUIRED UNDER ARTICLE 16**

Accounting Clerk I	Library Assistant I
Account Specialist (Nutrition)	Library Binder
Administrative Secretary	Lifeguard
Advocate Office of Persons With Disabilities	Medical Assistant
Arrear Collection Agent	Nutritionist
Assistant Animal Control Officer	Paralegal
Automotive Parts Specialist	Parent Aide
Benefits Analyst	Payroll Clerk
Bilingual Clerk	Payroll Compensation Processor
Bridge Operator	Personnel Assistant I
Buyer Aide	Personnel Trainee
Cafeteria Aide I	Receptionist/Secretary
Cafeteria Assistant	Secretarial Assistant
Cafeteria Helper	Security Guard
Cashier	Senior Center Program Assistant
Clerical Assistant	Service Assistant
Clerk	Spanish Speaking Cashier
Clerk A	Stenographer
Clerk I	Stock Clerk
Collection Aide	Storekeeper
Cook I	Support Specialist I
Custodian 1	Switchboard Operator
Customer Service Rep	Typist I
Data Entry Operator I	Victim Advocate Receptionist
Garage Clerk	Vital Records Customer Service Clerk
In School Suspension Officer	
Legal Receptionist	
Legal Secretary	

**APPENDIX A**

**LIST OF JOB CLASSIFICATIONS IN BARGAINING UNIT**

## Appendix A

Accounting Clerk I	Collection Aide	Financial Planner
Accounting Clerk I (35 Hours)	Collection Aide (35 Hrs)	Fire Arson Analyst
Accounting Clerk I (40 Hours)	Collection Aide (40 Hrs)	Garage Clerk
Accounting Clerk II	Condemnation/Anti-Blight Speci	Health Advocate
Accounting Clerk II	Cook I	HIV Clerk
Accounting Clerk II (35 Hours)	Cook II	Housing Code Inspector
Acct. Specialist - Nutrition	Coordinator Husky Program	Housing Code Inspector
Administrative Secretary	Custodian I	In-School Suspension Officer
Administrative Specialist	Custodian II	Intake Worker
Advocate - Ofc Persons With Di	Custodian III	Inventory Control Specialist
Arrear Collection Agent	Customer Service Rep	Job Developer
Assistant Animal Control Offic	Data Analyst	Junior Librarian
Assistant Sealer Of Weights &	Data Analyst	Laboratory Aid
Assistant Special Project Mana	Data Analyst	Laboratory Technician I
Attendance Officer	Data Analyst	Lead Epidemiological Investiga
Automotive Parts Specialist	Data Coordinator	Lead Guard
Benefits Analyst	Data Entry Operator	Lead Outreach Worker
Bilingual Clerk	Data Entry Operator I	Legal Assistant To City Attny
BOE Buyer	Data Entry Operator I (35 Hour	Legal Receptionist
Bridge Operator	Data Entry Operator II	Legal Secretary (35 Hours)
Buyer	Data Entry Operator II (35 Hou	Library Assistant I
Buyer Aide	Data Entry Operator III	Library Assistant II
Cafeteria Aide I	Data Entry Operator III 35 Hr	Library Assistant III
Cafeteria Aide II	Data Entry Specialist I	Library Binder
Cafeteria Aide III	Data Entry Specialist II	Library Investigator
Cafeteria Aide IV	Dental Assistant	Maintenance
Cafeteria Assistant	Dental Assistant	Maintenance-Nut. Ctr.
Cafeteria Helper	Deputy Harbormaster	Male Outreach Worker
Caseworker	Detention Officer	Marine Operations Technician
Cashier	Detention Officer Pre 6/09	Marine Safety Officer
Cashier (35 Hours)	Emergency Medical Technician	Medical Assistant
Cashier (40 Hours)	Emergency Reporting Service Op	Nutrition Aide
Check Collator	Employability Technician	Nutrition Information Speciali
City Certified Cafeteria Asst	Enforcement Relocation Coordin	Office Specialist
City Planning & Zoning Technic	Engineering Aid I (35 Hrs)	Operation Specialist
Clerical Assistant	Engineering Aid II	Outreach Worker
Clerical Assistant	Engineering Aid III	Outreach Worker
Clerical/Data	Epidemiological Inspector	Paralegal
Clerk	Epidemiological Inspector	Parent Aide
Clerk - Dental Clinic	Facilities Spec. At Large	Parent Aide
Clerk A	Family W/Serv Needs Casewkr	Parking Enforcement Officer
Clerk B	Field Crew Coordinator/Courier	Payroll Clerk
Clerk I	Field Crew Foreman	Payroll Clerk (35 Hours)
Clerk I (35 Hours)	Financial Management Associate	Payroll Clerk (40 Hours)
Clerk II	Financial Mgmt Specialist	Payroll Clerk II
Code Enforcement Relocation Co	Financial Mgr-Nut	Payroll Compensation Processor
Personnel Assistant I	Special Projects Coordinator	

Personnel Assistant II	Special Projects Coordinator
Personnel Trainee	Sr Vital Record Cust Svc Clk
Pollution Control Field Operat	Stenographer
Program Coordinator	Stenographer
Projects Manager	Stenographer (35 Hrs)
Property Appraiser I	Stenographer (40 Hours)
Property Appraiser I (35 Hours	Stock Clerk
Property Appraiser II (35 Hour	Storekeeper(Replaced W/1402)
Property Appraiser II (35 Hour	Support Specialist I (35 Hrs)
Pub Safety TCO	Switchboard Operator
Public Information Specialist	Tax Assessment Clerk
Receptionist	Tax Assessment Clerk (35 Hours
Receptionist/Clerk	Tax Coll Clerk Span(35 Hours)
Receptionist/Secretary	Tax Coll Customer Svc
Receptionist/Secretary	Tax Collector Clerk (35 Hours
Recreational Program Aide	Telecommunications Operator
Refugee Health Program Outreac	Telephone Specialist
Registered Sanitarian/Inspecto	Temporary Clerk
Registered Sanitarian/Inspecto	Tuberculosis Outreach Worker
Reimbursement Cashier Clerk	Typist
Retirement Administrator	Typist I
Retirement/Payroll Admin	Typist I (35 Hours)
Secretarial Assistant	Typist I (40 Hours)
Secretarial Assistant	Typist II
Secretarial Assistant	Typist II (35 Hours)
Secretarial Assistant	Typist II (40 Hours)
Secretary	Typist III
Secretary/Accountant To Direct	Typist III (35 Hrs)
Security Guard	Victim Advocate Receptionist
Security Guard	Vital Records Cust Svc Clk
Security Guard 10 Month	Zoning Inspector
Senior Center Coordinator	Zoning Inspector
Senior Center Program Assistan	
Senior Deputy Harbormaster	
Senior Health Aide	
Senior Information Specialist	
Senior Medical Assistant	
Senior Tax Coll Clerk - 35Hrs	
Service Assistant	
Sewer Inspector	
Social Service Aid	
Social Worker	
Social Worker (35 Hrs)	
Spanish Speaking Cashier	
Spanish Speaking Cashier (35 H	
Special Officer	



## APPENDIX B

### DEPARTMENT AND CLASSIFICATION EXCEPTIONS TO NORMAL AND CUSTOMARY WORKING HOURS AND OVERTIME PROVISIONS

All Employees shall be subject to the working hours and overtime provisions set forth in Article 11 of the Agreement except as set forth below. In the event of any conflict between the provisions of Article 11 and the provisions of this Appendix B, Appendix B shall be controlling.

#### 1. Employees assigned to City Hall:

Regular work hours will be from 9:00 a.m. to 5:00 p.m. with one (1) hour unpaid lunch (35 hour work week), except:

- by arrangements in each department on an equitable and rotating basis, some employees shall be required to work earlier or later, but no more than two (2) hours either way at the direction of each department head, where reasonable and necessary, for the convenience of the public. When so required to work, the employee affected will be given a later starting time, earlier quitting time or other mutually acceptable adjustment within a particular week, in order to provide uniformity of hours worked per week.

Departments, including the Board of Education, which now start the work day prior to 9:00 a.m., shall continue such starting times, but the hours of work of such employee affected thereby, shall be correspondingly reduced at the end of the work day so that such employees will not be required to work more than 35 hours per week.

#### 2. Employees assigned to School Cafeterias:

HOURS PER WEEK	REGULAR SHIFT
High Schools	
40 hours	6:30 a.m. - 2:30 p.m. 7:00 a.m. - 3:00 p.m.
30 hours	8:00 a.m. - 2:00 p.m. 9:00 a.m. - 3:00 p.m.
20 hours	9:30 a.m. - 1:30 p.m. 10:00 a.m. - 2:00 p.m. 11:00 a.m. - 3:00 p.m.
25 hours	9:00 a.m. - 2:00 p.m. 10:00 a.m. - 3:00 p.m.
Middle Schools	
40 hours	7:00 a.m. - 3:00 p.m.

30 hours	8:00 a.m. - 2:00 p.m.
20 hours	9:30 a.m. - 1:30 p.m. 10:00 a.m. - 2:00 p.m.
Elementary Schools	
40 hours	10:30 a.m. - 6:30 p.m.
30 hours	10:00 a.m. - 4:00 p.m.
20 hours	9:30 a.m. - 1:30 p.m. 2:00 p.m. - 6:00 p.m.

Employees assigned to one of the shifts identified above will be utilized on that shift; provided, however, (1) that in instances where an unexpected lack of adequate personnel coverage threatens service at a school, cafeteria employees may be transferred to that school on a temporary basis to assure prompt, effective school meal coverage; and (2) temporary transfers to shifts other than those to which the employee is regularly assigned may be made in the case of emergencies. Transferred employees are to be returned to their regularly assigned shifts as soon as practicable.

**3. Park Special Officers:** Park Special Officers shall continue to retain primary overtime rights in the Parks as per the above Article 12.3c of the 2005-2009 Collective Bargaining Agreement.

**4. Telecommunications Officers (TCOs):**

The scheduled shifts of TCOs shall be:

1st shift - 8 a.m. to 4 p.m.  
 2nd shift - 4 p.m. to 12 a.m.  
 3rd shift - 12 a.m. to 8 a.m.  
 Overlap shifts - 11 a.m. to 7 p.m.  
                               7 p.m. to 3 a.m.

All TCO's shall work thirty-six (36) hours per week. The night differential rate shall be \$1.15 per hour for hours worked between 4 p.m. and 8 a.m.

Every effort will be made to accommodate a half (1/2) hour lunch within these work schedules and requests for changes to lunch schedules will not be unreasonably denied.

Any TCO may swap work shifts on a day or days on which he/she is able to secure another employee to work in his/her place provided:

- The two shifts swapped occur within the same pay period (11:00 p.m. Saturday through 10:59 p.m. Saturday).

- Such substitution does not impose any cost to the City.
- Such substitution is within the job title only.
- The Supervisor in charge is notified on the appropriate form at least three (3) days in advance of the requested swap except in the case of an emergency, in which case the request may be made by telephone.

Neither the Department nor the City shall be held responsible for enforcing any agreements made between employees.

As long as the above requirements are met, the swap requested shall not be denied.

TCOs Except for an operational emergency, as declared by the supervisor a newly hired TCO shall be precluded from overtime assignments during their probation. Overtime will be offered to the TCO's on an equitable basis.

- Except for an operational emergency, as declared by the supervisor a newly hired TCO shall be precluded from overtime assignments during their probation. Overtime will be offered to the TCO's on an equitable basis.-

**5. Parking Control Officers:** Parking Control Officers will work eight (8) consecutive hours per day, forty (40) hours per week, Monday through Friday, with a thirty (30) minute paid lunch. The City shall maintain scheduling flexibility to set the schedules between the hours of 8:00 a.m. - 5:00 p.m. Schedules will be set in advance by the City.

#### **6. Detention Officers (DOs):**

All DOs will work a schedule of five (5) consecutive eight (8) hour days on duty followed by three (3) consecutive days off duty.

Work shifts shall be:

"A" shift- 11:00 p.m. to 7:00 a.m. or 12 midnight to 8:00 a.m.

"B" Shift- 7:00 a.m. to 3:00 p.m. or 8:00 a.m. to 4:00 p.m.

"C" Shift - 3:00 p.m. to 11:00 p.m. or 4:00 p.m. to 12 midnight.

The hours and days of work for all DOs may be changed for seasonal and operating reasons or for the convenience of the public or to conform to changes in the schedule of the Police Department, after the City meets and confers with the Union regarding such changes.

Notwithstanding, no DO shall work more than sixteen (16) hours straight,

including overtime, without at least eight (8) hours off duty between shifts.

Shift preference will be based upon seniority bid after satisfactory completion of the Field Training period subject to the Police Department determination as to the position available and/or needed on a shift. Shift assignments will be posted once per year by the City on or about October 15<sup>th</sup> of each year.

In the case of an emergency, declared by the Mayor or Police Chief, operating hours and schedules may be changed without notice to the Union. The City and Union will meet within seven (7) days if the emergency situation continues.

DOs assigned to work the "A" or "C" shifts shall receive a shift differential of one dollar and ten cents (\$1.15) per hour.

DOs who work in excess of their regularly assigned work week or workschedule shall be paid at a rate of one and one-half (1 ½) their regular straight time hourly rate for such work.

DOs who are off-duty sick on the day they are scheduled to work overtime shall be charged as though they had worked. DOs who are off- duty sick shall be required to work an eight (8) hour regular tour before they can work Department Overtime.

DOs who are off-duty on their regular scheduled workday, when their name appears in rotation, shall be charged as though they would have worked.

In the case of DOs on suicide watch, on overtime, the City must exhaust the seniority roster of DOs for replacement before hiring Police Officers to fill such vacancy. In the case of a female DO on suicide watch or hiring thereof, the City must exhaust the seniority roster of DOs for their replacement for regular duties before hiring Police Officers to fill such vacancy.

In the event that no DO is available to work overtime, the least senior DO in the classification and work area affected must work such overtime. If ordered by the Police Chief or his/her designee, no DO may refuse to work overtime.

The City may change the shift hours for CAD and ERS to be same for both operations because of a combination of the dispatch functions at the City. The parties will continue to meet to negotiate the establishment of a new combined function for the two positions, new hours of work and a new salary structure for the combined positions. In the event that no agreement is reached within sixty (60) days the matter will be submitted to binding interest arbitration under MERA.

**APPENDIX C**  
**WAGE RATES AND STEPS**

## Appendix C

<u>EFF DATE</u>	<u>JCC</u>	<u>DESCRIPTION</u>	<u>FULL DESC</u>	<u>HRS/PERIOD</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>	<u>STEP 9</u>	<u>STEP 10</u>
07/01/2022	1301	ACCT CLK I	ACCOUNTING CLERK I	32.50	\$39,045	\$41,003	\$42,956	\$44,908	\$45,982	\$48,812				
07/01/2023	1301	ACCT CLK I	ACCOUNTING CLERK I	32.50	\$40,217	\$42,233	\$44,245	\$46,255	\$47,362	\$50,276				
07/01/2024	1301	ACCT CLK I	ACCOUNTING CLERK I	32.50	\$41,423	\$43,500	\$45,572	\$47,643	\$48,783	\$51,784				
07/01/2025	1301	ACCT CLK I	ACCOUNTING CLERK I	32.50	\$41,941	\$44,044	\$46,142	\$48,238	\$49,392	\$52,432				
07/01/2022	1239	ACCT CLK I 35	ACCOUNTING CLERK I (35 HOURS)	35.00	\$42,048	\$44,157	\$46,260	\$48,362	\$49,519	\$52,565				
07/01/2023	1239	ACCT CLK I 35	ACCOUNTING CLERK I (35 HOURS)	35.00	\$43,309	\$45,482	\$47,648	\$49,812	\$51,005	\$54,142				
07/01/2024	1239	ACCT CLK I 35	ACCOUNTING CLERK I (35 HOURS)	35.00	\$44,608	\$46,846	\$49,078	\$51,307	\$52,535	\$55,766				
07/01/2025	1239	ACCT CLK I 35	ACCOUNTING CLERK I (35 HOURS)	35.00	\$45,166	\$47,432	\$49,691	\$51,948	\$53,192	\$56,463				
07/01/2022	1240	ACCT CLK I 40	ACCOUNTING CLERK I (40 HOURS)	40.00	\$48,057	\$50,465	\$52,867	\$55,269	\$56,594	\$60,076				
07/01/2023	1240	ACCT CLK I 40	ACCOUNTING CLERK I (40 HOURS)	40.00	\$49,498	\$51,979	\$54,453	\$56,927	\$58,292	\$61,878				
07/01/2024	1240	ACCT CLK I 40	ACCOUNTING CLERK I (40 HOURS)	40.00	\$50,983	\$53,538	\$56,086	\$58,635	\$60,041	\$63,734				
07/01/2025	1240	ACCT CLK I 40	ACCOUNTING CLERK I (40 HOURS)	40.00	\$51,621	\$54,207	\$56,787	\$59,368	\$60,791	\$64,531				
07/01/2022	1299	ACCT CLK II	ACCOUNTING CLERK II	40.00	\$60,575	\$62,785	\$64,975	\$67,711	\$69,566	\$74,248				
07/01/2023	1299	ACCT CLK II	ACCOUNTING CLERK II	40.00	\$62,393	\$64,668	\$66,925	\$69,743	\$71,653	\$76,475				
07/01/2024	1299	ACCT CLK II	ACCOUNTING CLERK II	40.00	\$64,264	\$66,608	\$68,932	\$71,835	\$73,803	\$78,769				
07/01/2025	1299	ACCT CLK II	ACCOUNTING CLERK II	40.00	\$65,068	\$67,441	\$69,794	\$72,733	\$74,725	\$79,754				
07/01/2022	1244	ACCT CLK II 35	ACCOUNTING CLERK II (35 HOURS)	35.00	\$53,003	\$54,935	\$56,851	\$59,248	\$60,874	\$64,967				
07/01/2023	1244	ACCT CLK II 35	ACCOUNTING CLERK II (35 HOURS)	35.00	\$54,593	\$56,583	\$58,556	\$61,025	\$62,700	\$66,916				
07/01/2024	1244	ACCT CLK II 35	ACCOUNTING CLERK II (35 HOURS)	35.00	\$56,231	\$58,281	\$60,313	\$62,856	\$64,581	\$68,924				
07/01/2025	1244	ACCT CLK II 35	ACCOUNTING CLERK II (35 HOURS)	35.00	\$56,934	\$59,009	\$61,067	\$63,642	\$65,389	\$69,785				
07/01/2022	0031	ACCT SPECL NUT	ACCT. SPECIALIST - NUTRITION	32.50	\$45,667	\$47,456	\$49,233	\$52,788						
07/01/2023	0031	ACCT SPECL NUT	ACCT. SPECIALIST - NUTRITION	32.50	\$47,037	\$48,880	\$50,710	\$54,371						
07/01/2024	0031	ACCT SPECL NUT	ACCT. SPECIALIST - NUTRITION	32.50	\$48,448	\$50,346	\$52,231	\$56,002						
07/01/2025	0031	ACCT SPECL NUT	ACCT. SPECIALIST - NUTRITION	32.50	\$49,054	\$50,976	\$52,884	\$56,702						
07/01/2022	G361	ADMIN SECY	ADMINISTRATIVE SECRETARY	35.00	\$54,372									
07/01/2023	G361	ADMIN SECY	ADMINISTRATIVE SECRETARY	35.00	\$56,003									
07/01/2024	G361	ADMIN SECY	ADMINISTRATIVE SECRETARY	35.00	\$57,683									
07/01/2025	G361	ADMIN SECY	ADMINISTRATIVE SECRETARY	35.00	\$58,404									
07/01/2022	1257	ADMIN SPECIAL	ADMINISTRATIVE SPECIALIST	40.00	\$71,589	\$73,792	\$75,994	\$81,857	\$84,312	\$86,841				
07/01/2023	1257	ADMIN SPECIAL	ADMINISTRATIVE SPECIALIST	40.00	\$73,737	\$76,006	\$78,274	\$84,313	\$86,841	\$89,447				
07/01/2024	1257	ADMIN SPECIAL	ADMINISTRATIVE SPECIALIST	40.00	\$75,949	\$78,286	\$80,622	\$86,842	\$89,446	\$92,130				
07/01/2025	1257	ADMIN SPECIAL	ADMINISTRATIVE SPECIALIST	40.00	\$76,898	\$79,265	\$81,630	\$87,928	\$90,564	\$93,282				

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07/01/2022	G088	ADVOCATE-OPD	ADVOCATE - OFC PERSONS WITH DI	35.00	\$54,868									
07/01/2023	G088	ADVOCATE-OPD	ADVOCATE - OFC PERSONS WITH DI	35.00	\$56,514									
07/01/2024	G088	ADVOCATE-OPD	ADVOCATE - OFC PERSONS WITH DI	35.00	\$58,210									
07/01/2025	G088	ADVOCATE-OPD	ADVOCATE - OFC PERSONS WITH DI	35.00	\$58,937									
07/01/2022	G215	ARREAR COLLAGT	ARREAR COLLECTION AGENT	35.00	\$56,179									
07/01/2023	G215	ARREAR COLL AGT	ARREAR COLLECTION AGENT	35.00	\$57,865									
07/01/2024	G215	ARREAR COLL AGT	ARREAR COLLECTION AGENT	35.00	\$59,601									
07/01/2025	G215	ARREAR COLL AGT	ARREAR COLLECTION AGENT	35.00	\$60,346									
07/01/2022	8267	ASST ANIM CTRL	ASSISTANT ANIMAL CONTROL OFFIC	40.00	\$45,767	\$49,832	\$53,903							
07/01/2023	8267	ASST ANIM CTRL	ASSISTANT ANIMAL CONTROL OFFIC	40.00	\$47,140	\$51,327	\$55,520							
07/01/2024	8267	ASST ANIM CTRL	ASSISTANT ANIMAL CONTROL OFFIC	40.00	\$48,554	\$52,867	\$57,186							
07/01/2025	8267	ASST ANIM CTRL	ASSISTANT ANIMAL CONTROL OFFIC	40.00	\$49,161	\$53,528	\$57,901							
07/01/2022	3301	ASST SLR WTS MS	ASSISTANT SEALER OF WEIGHTS &	35.00	\$48,952	\$50,748	\$52,517	\$54,315						
07/01/2023	3301	ASST SLR WTS MS	ASSISTANT SEALER OF WEIGHTS &	35.00	\$50,420	\$52,271	\$54,092	\$55,944						
07/01/2024	3301	ASST SLR WTS MS	ASSISTANT SEALER OF WEIGHTS &	35.00	\$51,933	\$53,839	\$55,715	\$57,623						
07/01/2025	3301	ASST SLR WTS MS	ASSISTANT SEALER OF WEIGHTS &	35.00	\$52,582	\$54,512	\$56,411	\$58,343						
07/01/2022	1402	AUTO PARTS SPEC	AUTOMOTIVE PARTS SPECIALIST	40.00	\$52,334	\$55,950	\$59,567	\$63,179	\$66,797					
07/01/2023	1402	AUTO PARTS SPEC	AUTOMOTIVE PARTS SPECIALIST	40.00	\$53,904	\$57,628	\$61,354	\$65,075	\$68,800					
07/01/2024	1402	AUTO PARTS SPEC	AUTOMOTIVE PARTS SPECIALIST	40.00	\$55,521	\$59,357	\$63,195	\$67,027	\$70,864					
07/01/2025	1402	AUTO PARTS SPEC	AUTOMOTIVE PARTS SPECIALIST	40.00	\$56,215	\$60,099	\$63,985	\$67,865	\$71,750					
07/01/2022	0283	BENEFITS ANALYS	BENEFITS ANALYST	35.00	\$52,757	\$55,342	\$57,909	\$60,490	\$62,114	\$66,208				
07/01/2023	0283	BENEFITS ANALYS	BENEFITS ANALYST	35.00	\$54,339	\$57,002	\$59,646	\$62,305	\$63,978	\$68,195				
07/01/2024	0283	BENEFITS ANALYS	BENEFITS ANALYST	35.00	\$55,969	\$58,712	\$61,435	\$64,174	\$65,897	\$70,240				
07/01/2025	0283	BENEFITS ANALYS	BENEFITS ANALYST	35.00	\$56,669	\$59,446	\$62,203	\$64,976	\$66,721	\$71,118				
07/01/2022	G031	BILNG ASSMT WKR	BILINGUAL CLERK	35.00	\$53,216									
07/01/2023	G031	BILNG ASSMT WKR	BILINGUAL CLERK	35.00	\$54,812									
07/01/2024	G031	BILNG ASSMT WKR	BILINGUAL CLERK	35.00	\$56,457									
07/01/2025	G031	BILNG ASSMT WKR	BILINGUAL CLERK	35.00	\$57,163									



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07/01/2022	8222	BRIDGE OPER	BRIDGE OPERATOR	40.00	\$41,573	\$42,779	\$43,985	\$45,197						
07/01/2023	8222	BRIDGE OPER	BRIDGE OPERATOR	40.00	\$42,820	\$44,062	\$45,305	\$46,553						
07/01/2024	8222	BRIDGE OPER	BRIDGE OPERATOR	40.00	\$44,105	\$45,384	\$46,664	\$47,950						
07/01/2025	8222	BRIDGE OPER	BRIDGE OPERATOR	40.00	\$44,656	\$45,952	\$47,247	\$48,549						
07/01/2022	1404	BUYER	BUYER	35.00	\$64,771	\$66,701	\$68,635							
07/01/2023	1404	BUYER	BUYER	35.00	\$66,714	\$68,702	\$70,694							
07/01/2024	1404	BUYER	BUYER	35.00	\$68,715	\$70,763	\$72,815							
07/01/2025	1404	BUYER	BUYER	35.00	\$69,574	\$71,647	\$73,725							
07/01/2022	1407	BUYER AIDE	BUYER AIDE	35.00	\$50,869	\$52,461	\$54,049	\$55,635	\$57,225					
07/01/2023	1407	BUYER AIDE	BUYER AIDE	35.00	\$52,395	\$54,035	\$55,671	\$57,305	\$58,941					
07/01/2024	1407	BUYER AIDE	BUYER AIDE	35.00	\$53,967	\$55,656	\$57,341	\$59,024	\$60,710					
07/01/2025	1407	BUYER AIDE	BUYER AIDE	35.00	\$54,641	\$56,352	\$58,058	\$59,761	\$61,469					
07/01/2022	0048	CAFE AIDE I	CAFETERIA AIDE I	30.00	\$20,940	\$21,326	\$21,671	\$21,990						
07/01/2023	0048	CAFE AIDE I	CAFETERIA AIDE I	30.00	\$21,569	\$21,965	\$22,321	\$22,650						
07/01/2024	0048	CAFE AIDE I	CAFETERIA AIDE I	30.00	\$22,216	\$22,624	\$22,991	\$23,329						
07/01/2025	0048	CAFE AIDE I	CAFETERIA AIDE I	30.00	\$22,493	\$22,907	\$23,278	\$23,621						
07/01/2022	0049	CAFE AIDE II	CAFETERIA AIDE II	40.00	\$32,544	\$33,554	\$34,582							
07/01/2023	0049	CAFE AIDE II	CAFETERIA AIDE II	40.00	\$33,521	\$34,561	\$35,619							
07/01/2024	0049	CAFE AIDE II	CAFETERIA AIDE II	40.00	\$34,526	\$35,598	\$36,688							
07/01/2025	0049	CAFE AIDE II	CAFETERIA AIDE II	40.00	\$34,958	\$36,043	\$37,146							
07/01/2022	0409	CAFE AIDE III	CAFETERIA AIDE III	40.00	\$36,310	\$37,344	\$38,323							
07/01/2023	0409	CAFE AIDE III	CAFETERIA AIDE III	40.00	\$37,400	\$38,464	\$39,472							
07/01/2024	0409	CAFE AIDE III	CAFETERIA AIDE III	40.00	\$38,522	\$39,618	\$40,656							
07/01/2025	0409	CAFE AIDE III	CAFETERIA AIDE III	40.00	\$39,003	\$40,113	\$41,165							
07/01/2022	0410	CAFE AIDE IV	CAFETERIA AIDE IV	40.00	\$55,881	\$56,631	\$57,378							
07/01/2023	0410	CAFE AIDE IV	CAFETERIA AIDE IV	40.00	\$57,557	\$58,330	\$59,100							
07/01/2024	0410	CAFE AIDE IV	CAFETERIA AIDE IV	40.00	\$59,284	\$60,080	\$60,873							
07/01/2025	0410	CAFE AIDE IV	CAFETERIA AIDE IV	40.00	\$60,025	\$60,831	\$61,633							
07/01/2022	9104	CAFE HELPER	CAFETERIA HELPER	30.00	\$21,427	\$21,822	\$22,175	\$22,501						
07/01/2023	9104	CAFE HELPER	CAFETERIA HELPER	30.00	\$22,070	\$22,476	\$22,840	\$23,176						
07/01/2024	9104	CAFE HELPER	CAFETERIA HELPER	30.00	\$22,732	\$23,151	\$23,526	\$23,872						
07/01/2025	9104	CAFE HELPER	CAFETERIA HELPER	30.00	\$23,016	\$23,440	\$23,820	\$24,170						

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07/01/2022	0405	CAFETERIA ASSIS	CAFETERIA ASSISTANT	37.50	\$14.00									
07/01/2023	0405	CAFETERIA ASSIS	CAFETERIA ASSISTANT	37.50	\$15.45									
07/01/2024	0405	CAFETERIA ASSIS	CAFETERIA ASSISTANT	37.50	\$15.91									
07/01/2025	0405	CAFETERIA ASSIS	CAFETERIA ASSISTANT	37.50	\$16.11									
07/01/2022	G001	CASE WRKR	CASEWORKER	35.00	\$58,730	\$61,426								
07/01/2023	G001	CASE WRKR	CASEWORKER	35.00	\$60,491	\$63,269								
07/01/2024	G001	CASE WRKR	CASEWORKER	35.00	\$62,306	\$65,167								
07/01/2025	G001	CASE WRKR	CASEWORKER	35.00	\$63,085	\$65,982								
07/01/2022	1303	CASHIER	CASHIER	32.50	\$39,045	\$41,003	\$42,956	\$44,908	\$45,982	\$48,812				
07/01/2023	1303	CASHIER	CASHIER	32.50	\$40,217	\$42,233	\$44,245	\$46,255	\$47,362	\$50,276				
07/01/2024	1303	CASHIER	CASHIER	32.50	\$41,423	\$43,500	\$45,572	\$47,643	\$48,783	\$51,784				
07/01/2025	1303	CASHIER	CASHIER	32.50	\$41,941	\$44,044	\$46,142	\$48,238	\$49,392	\$52,432				
07/01/2022	1241	CASHIER 35 HR	CASHIER (35 HOURS)	35.00	\$42,048	\$44,157	\$46,260	\$48,362	\$49,519	\$52,565				
07/01/2023	1241	CASHIER 35 HR	CASHIER (35 HOURS)	35.00	\$43,309	\$45,482	\$47,648	\$49,812	\$51,005	\$54,142				
07/01/2024	1241	CASHIER 35 HR	CASHIER (35 HOURS)	35.00	\$44,608	\$46,846	\$49,078	\$51,307	\$52,535	\$55,766				
07/01/2025	1241	CASHIER 35 HR	CASHIER (35 HOURS)	35.00	\$45,166	\$47,432	\$49,691	\$51,948	\$53,192	\$56,463				
07/01/2022	1242	CASHIER 40 HR	CASHIER (40 HOURS)	40.00	\$48,057	\$50,465	\$52,867	\$55,269	\$56,594	\$60,076				
07/01/2023	1242	CASHIER 40 HR	CASHIER (40 HOURS)	40.00	\$49,498	\$51,979	\$54,453	\$56,927	\$58,292	\$61,878				
07/01/2024	1242	CASHIER 40 HR	CASHIER (40 HOURS)	40.00	\$50,983	\$53,538	\$56,086	\$58,635	\$60,041	\$63,734				
07/01/2025	1242	CASHIER 40 HR	CASHIER (40 HOURS)	40.00	\$51,621	\$54,207	\$56,787	\$59,368	\$60,791	\$64,531				
07/01/2022	1259	CLERICAL ASSIST	CLERICAL ASSISTANT	35.00	\$34,120	\$38,911	\$43,852							
07/01/2023	1259	CLERICAL ASSIST	CLERICAL ASSISTANT	35.00	\$35,143	\$40,079	\$45,168							
07/01/2024	1259	CLERICAL ASSIST	CLERICAL ASSISTANT	35.00	\$36,198	\$41,281	\$46,523							
07/01/2025	1259	CLERICAL ASSIST	CLERICAL ASSISTANT	35.00	\$36,650	\$41,797	\$47,104							
07/01/2022	G176	CLERICAL ASST	CLERICAL ASSISTANT	35.00	\$41,258	\$44,318								
07/01/2023	G176	CLERICAL ASST	CLERICAL ASSISTANT	35.00	\$42,495	\$45,647								
07/01/2024	G176	CLERICAL ASST	CLERICAL ASSISTANT	35.00	\$43,770	\$47,017								
07/01/2025	G176	CLERICAL ASST	CLERICAL ASSISTANT	35.00	\$44,317	\$47,604								

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07/01/2022	G036	CLERK	CLERK	35.00	\$31,405	\$33,316								
07/01/2023	G036	CLERK	CLERK	35.00	\$32,347	\$34,316								
07/01/2024	G036	CLERK	CLERK	35.00	\$33,317	\$35,345								
07/01/2025	G036	CLERK	CLERK	35.00	\$33,734	\$35,787								
07/01/2022	G008	CLERK A	CLERK A	35.00	\$29,713	\$31,405	\$32,092	\$34,097	\$34,880	\$35,924	\$36,942	\$37,297	\$39,046	\$39,807
07/01/2023	G008	CLERK A	CLERK A	35.00	\$30,605	\$32,347	\$33,054	\$35,120	\$35,926	\$37,002	\$38,050	\$38,416	\$40,218	\$41,002
07/01/2024	G008	CLERK A	CLERK A	35.00	\$31,523	\$33,317	\$34,046	\$36,174	\$37,004	\$38,112	\$39,192	\$39,569	\$41,424	\$42,232
07/01/2025	G008	CLERK A	CLERK A	35.00	\$31,917	\$33,734	\$34,472	\$36,626	\$37,467	\$38,589	\$39,682	\$40,063	\$41,942	\$42,760
07/01/2022	G025	CLERK B	CLERK B	35.00	\$37,448									
07/01/2023	G025	CLERK B	CLERK B	35.00	\$38,571									
07/01/2024	G025	CLERK B	CLERK B	35.00	\$39,728									
07/01/2025	G025	CLERK B	CLERK B	35.00	\$40,225									
07/01/2022	1102	CLERK I	CLERK I	32.50	\$36,496	\$38,325	\$40,144	\$41,969	\$42,914	\$45,620				
07/01/2023	1102	CLERK I	CLERK I	32.50	\$37,591	\$39,475	\$41,349	\$43,228	\$44,201	\$46,988				
07/01/2024	1102	CLERK I	CLERK I	32.50	\$38,719	\$40,659	\$42,589	\$44,525	\$45,527	\$48,398				
07/01/2025	1102	CLERK I	CLERK I	32.50	\$39,203	\$41,168	\$43,121	\$45,082	\$46,096	\$49,003				
07/01/2022	1231	CLERK I 35 HRS	CLERK I (35 HOURS)	35.00	\$39,302	\$41,269	\$43,232	\$45,198	\$46,215	\$49,132				
07/01/2023	1231	CLERK I 35 HRS	CLERK I (35 HOURS)	35.00	\$40,481	\$42,507	\$44,529	\$46,554	\$47,602	\$50,606				
07/01/2024	1231	CLERK I 35 HRS	CLERK I (35 HOURS)	35.00	\$41,695	\$43,782	\$45,865	\$47,951	\$49,030	\$52,124				
07/01/2025	1231	CLERK I 35 HRS	CLERK I (35 HOURS)	35.00	\$42,216	\$44,330	\$46,438	\$48,550	\$49,642	\$52,776				
07/01/2022	1105	CLERK II	CLERK II	32.50	\$39,045	\$41,003	\$42,956	\$44,908	\$45,982	\$48,812	\$56,414			
07/01/2023	1105	CLERK II	CLERK II	32.50	\$40,217	\$42,233	\$44,245	\$46,255	\$47,362	\$50,276	\$58,107			
07/01/2024	1105	CLERK II	CLERK II	32.50	\$41,423	\$43,500	\$45,572	\$47,643	\$48,783	\$51,784	\$59,850			
07/01/2025	1105	CLERK II	CLERK II	32.50	\$41,941	\$44,044	\$46,142	\$48,238	\$49,392	\$52,432	\$60,598			
07/01/2022	3315	CODE ENFRCE OFF	CODE ENFORCEMENT RELOCATION CO	35.00	\$66,950									
07/01/2023	3315	CODE ENFRCE OFF	CODE ENFORCEMENT RELOCATION CO	35.00	\$68,959									
07/01/2024	3315	CODE ENFRCE OFF	CODE ENFORCEMENT RELOCATION CO	35.00	\$71,027									
07/01/2025	3315	CODE ENFRCE OFF	CODE ENFORCEMENT RELOCATION CO	35.00	\$71,915									
07/01/2022	G021	COLL AIDE	COLLECTION AIDE	35.00	\$39,792	\$42,300	\$43,651	\$55,127						
07/01/2023	G021	COLL AIDE	COLLECTION AIDE	35.00	\$40,986	\$43,569	\$44,961	\$56,780						
07/01/2024	G021	COLL AIDE	COLLECTION AIDE	35.00	\$42,215	\$44,876	\$46,310	\$58,484						
07/01/2025	G021	COLL AIDE	COLLECTION AIDE	35.00	\$42,743	\$45,437	\$46,889	\$59,215						

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07/01/2022	1248	COLL AIDE 35 HR	COLLECTION AIDE (35 HRS)	35.00	\$39,792	\$42,300	\$43,651	\$52,988						
07/01/2023	1248	COLL AIDE 35 HR	COLLECTION AIDE (35 HRS)	35.00	\$40,986	\$43,569	\$44,961	\$54,578						
07/01/2024	1248	COLL AIDE 35 HR	COLLECTION AIDE (35 HRS)	35.00	\$42,215	\$44,876	\$46,310	\$56,215						
07/01/2025	1248	COLL AIDE 35 HR	COLLECTION AIDE (35 HRS)	35.00	\$42,743	\$45,437	\$46,889	\$56,918						
07/01/2022	1249	COLL AIDE 40 HR	COLLECTION AIDE (40 HRS)	40.00	\$45,475	\$48,346	\$49,886							
07/01/2023	1249	COLL AIDE 40 HR	COLLECTION AIDE (40 HRS)	40.00	\$46,839	\$49,797	\$51,383							
07/01/2024	1249	COLL AIDE 40 HR	COLLECTION AIDE (40 HRS)	40.00	\$48,244	\$51,290	\$52,924							
07/01/2025	1249	COLL AIDE 40 HR	COLLECTION AIDE (40 HRS)	40.00	\$48,847	\$51,932	\$53,586							
07/01/2022	3316	CONDEM/ANTI BL	CONDEMNATION/ANTI-BLIGHT SPECI	35.00	\$55,658	\$56,769	\$57,907	\$59,064	\$60,318					
07/01/2023	3316	CONDEM/ANTI BL	CONDEMNATION/ANTI-BLIGHT SPECI	35.00	\$57,328	\$58,473	\$59,644	\$60,836	\$62,127					
07/01/2024	3316	CONDEM/ANTI BL	CONDEMNATION/ANTI-BLIGHT SPECI	35.00	\$59,048	\$60,227	\$61,433	\$62,661	\$63,991					
07/01/2025	3316	CONDEM/ANTI BL	CONDEMNATION/ANTI-BLIGHT SPECI	35.00	\$59,786	\$60,980	\$62,201	\$63,445	\$64,791					
07/01/2022	9110	COOK I	COOK I	40.00	\$39,693	\$40,904	\$42,143							
07/01/2023	9110	COOK I	COOK I	40.00	\$40,884	\$42,132	\$43,408							
07/01/2024	9110	COOK I	COOK I	40.00	\$42,110	\$43,395	\$44,710							
07/01/2025	9110	COOK I	COOK I	40.00	\$42,637	\$43,938	\$45,269							
07/01/2022	9113	COOK II	COOK II	40.00	\$42,691	\$43,903	\$45,112							
07/01/2023	9113	COOK II	COOK II	40.00	\$43,972	\$45,220	\$46,465							
07/01/2024	9113	COOK II	COOK II	40.00	\$45,291	\$46,576	\$47,859							
07/01/2025	9113	COOK II	COOK II	40.00	\$45,857	\$47,159	\$48,457							
07/01/2022	2303	CTY P&Z TECH	CITY PLANNING & ZONING TECHNIC	35.00	\$45,249	\$46,468	\$47,665	\$48,883						
07/01/2023	2303	CTY P&Z TECH	CITY PLANNING & ZONING TECHNIC	35.00	\$46,606	\$47,863	\$49,095	\$50,349						
07/01/2024	2303	CTY P&Z TECH	CITY PLANNING & ZONING TECHNIC	35.00	\$48,005	\$49,298	\$50,568	\$51,860						
07/01/2025	2303	CTY P&Z TECH	CITY PLANNING & ZONING TECHNIC	35.00	\$48,605	\$49,915	\$51,200	\$52,508						
07/01/2022	1113	CUST SERV REP	CUSTOMER SERVICE REP	40.00	\$54,540	\$57,094	\$59,645	\$62,199	\$64,757					
07/01/2023	1113	CUST SERV REP	CUSTOMER SERVICE REP	40.00	\$56,176	\$58,807	\$61,435	\$64,065	\$66,700					
07/01/2024	1113	CUST SERV REP	CUSTOMER SERVICE REP	40.00	\$57,861	\$60,571	\$63,278	\$65,987	\$68,701					
07/01/2025	1113	CUST SERV REP	CUSTOMER SERVICE REP	40.00	\$58,584	\$61,328	\$64,069	\$66,811	\$69,560					

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07/01/2022	9507	CUSTODIAN I	CUSTODIAN I	40.00	\$43,745	\$44,968								
07/01/2023	9507	CUSTODIAN I	CUSTODIAN I	40.00	\$45,057	\$46,317								
07/01/2024	9507	CUSTODIAN I	CUSTODIAN I	40.00	\$46,409	\$47,706								
07/01/2025	9507	CUSTODIAN I	CUSTODIAN I	40.00	\$46,989	\$48,303								
07/01/2022	9511	CUSTODIAN II	CUSTODIAN II	40.00	\$46,170									
07/01/2023	9511	CUSTODIAN II	CUSTODIAN II	40.00	\$47,555									
07/01/2024	9511	CUSTODIAN II	CUSTODIAN II	40.00	\$48,981									
07/01/2025	9511	CUSTODIAN II	CUSTODIAN II	40.00	\$49,594									
07/01/2022	9513	CUSTODIAN III	CUSTODIAN III	40.00	\$47,367									
07/01/2023	9513	CUSTODIAN III	CUSTODIAN III	40.00	\$48,788									
07/01/2024	9513	CUSTODIAN III	CUSTODIAN III	40.00	\$50,251									
07/01/2025	9513	CUSTODIAN III	CUSTODIAN III	40.00	\$50,879									
07/01/2022	1208	DATA ANALYST	DATA ANALYST	32.50	\$45,667	\$47,456	\$49,233	\$51,015	\$52,793					
07/01/2022	G101	DATA ANALYST	DATA ANALYST	35.00	\$49,183	\$51,107	\$53,018	\$54,938	\$56,853					
07/01/2023	1208	DATA ANALYST	DATA ANALYST	32.50	\$47,037	\$48,880	\$50,710	\$52,545	\$54,376					
07/01/2023	G101	DATA ANALYST	DATA ANALYST	35.00	\$50,658	\$52,640	\$54,609	\$56,586	\$58,558					
07/01/2024	1208	DATA ANALYST	DATA ANALYST	32.50	\$48,448	\$50,346	\$52,231	\$54,122	\$56,008					
07/01/2024	G101	DATA ANALYST	DATA ANALYST	35.00	\$52,178	\$54,219	\$56,247	\$58,284	\$60,315					
07/01/2025	1208	DATA ANALYST	DATA ANALYST	32.50	\$49,054	\$50,976	\$52,884	\$54,798	\$56,708					
07/01/2025	G101	DATA ANALYST	DATA ANALYST	35.00	\$52,830	\$54,897	\$56,950	\$59,012	\$61,069					
07/01/2022	1238	DATA ANALYST 35	DATA ANALYST	35.00	\$49,183	\$51,106	\$53,019	\$54,940	\$56,853					
07/01/2023	1238	DATA ANALYST 35	DATA ANALYST	35.00	\$50,658	\$52,639	\$54,610	\$56,588	\$58,558					
07/01/2024	1238	DATA ANALYST 35	DATA ANALYST	35.00	\$52,178	\$54,218	\$56,248	\$58,286	\$60,315					
07/01/2025	1238	DATA ANALYST 35	DATA ANALYST	35.00	\$52,830	\$54,896	\$56,951	\$59,015	\$61,069					
07/01/2022	1252	DATA ANALYST 40	DATA ANALYST	40.00	\$56,210	\$58,407	\$60,595	\$62,790	\$64,977					
07/01/2023	1252	DATA ANALYST 40	DATA ANALYST	40.00	\$57,896	\$60,159	\$62,413	\$64,674	\$66,926					
07/01/2024	1252	DATA ANALYST 40	DATA ANALYST	40.00	\$59,633	\$61,964	\$64,285	\$66,614	\$68,934					
07/01/2025	1252	DATA ANALYST 40	DATA ANALYST	40.00	\$60,379	\$62,739	\$65,089	\$67,446	\$69,795					
07/01/2022	3617	DATA COORD	DATA COORDINATOR	40.00	\$47,636	\$50,282	\$52,932							
07/01/2023	3617	DATA COORD	DATA COORDINATOR	40.00	\$49,066	\$51,790	\$54,520							
07/01/2024	3617	DATA COORD	DATA COORDINATOR	40.00	\$50,538	\$53,344	\$56,155							
07/01/2025	3617	DATA COORD	DATA COORDINATOR	40.00	\$51,169	\$54,010	\$56,857							

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07/01/2022	1203	DATA ENT OP1	DATA ENTRY OPERATOR I	32.50	\$33,074	\$34,154	\$37,619							
07/01/2023	1203	DATA ENT OP1	DATA ENTRY OPERATOR I	32.50	\$34,067	\$35,178	\$38,747							
07/01/2024	1203	DATA ENT OP1	DATA ENTRY OPERATOR I	32.50	\$35,089	\$36,234	\$39,910							
07/01/2025	1203	DATA ENT OP1	DATA ENTRY OPERATOR I	32.50	\$35,527	\$36,687	\$40,409							
07/01/2022	1205	DATA ENT OPII	DATA ENTRY OPERATOR II	32.50	\$38,062	\$38,698	\$39,895	\$41,106	\$43,166					
07/01/2023	1205	DATA ENT OPII	DATA ENTRY OPERATOR II	32.50	\$39,203	\$39,859	\$41,092	\$42,339	\$44,461					
07/01/2024	1205	DATA ENT OPII	DATA ENTRY OPERATOR II	32.50	\$40,380	\$41,055	\$42,325	\$43,610	\$45,795					
07/01/2025	1205	DATA ENT OPII	DATA ENTRY OPERATOR II	32.50	\$40,884	\$41,568	\$42,854	\$44,155	\$46,368					
07/01/2022	1206	DATA ENT OPIII	DATA ENTRY OPERATOR III	32.50	\$45,667	\$47,456	\$49,233	\$51,015	\$52,793					
07/01/2023	1206	DATA ENT OPIII	DATA ENTRY OPERATOR III	32.50	\$47,037	\$48,880	\$50,710	\$52,545	\$54,376					
07/01/2024	1206	DATA ENT OPIII	DATA ENTRY OPERATOR III	32.50	\$48,448	\$50,346	\$52,231	\$54,122	\$56,008					
07/01/2025	1206	DATA ENT OPIII	DATA ENTRY OPERATOR III	32.50	\$49,054	\$50,976	\$52,884	\$54,798	\$56,708					
07/01/2022	1235	DATA ENTRY OP 1	DATA ENTRY OPERATOR I (35 HOUR	35.00	\$35,618	\$36,781	\$40,509							
07/01/2023	1235	DATA ENTRY OP 1	DATA ENTRY OPERATOR I (35 HOUR	35.00	\$36,687	\$37,885	\$41,724							
07/01/2024	1235	DATA ENTRY OP 1	DATA ENTRY OPERATOR I (35 HOUR	35.00	\$37,788	\$39,021	\$42,976							
07/01/2025	1235	DATA ENTRY OP 1	DATA ENTRY OPERATOR I (35 HOUR	35.00	\$38,260	\$39,509	\$43,513							
07/01/2022	1236	DATA ENTRY OP 2	DATA ENTRY OPERATOR II (35 HOU	35.00	\$40,990	\$41,676	\$42,963	\$44,266	\$46,486					
07/01/2023	1236	DATA ENTRY OP 2	DATA ENTRY OPERATOR II (35 HOU	35.00	\$42,220	\$42,926	\$44,252	\$45,594	\$47,881					
07/01/2024	1236	DATA ENTRY OP 2	DATA ENTRY OPERATOR II (35 HOU	35.00	\$43,486	\$44,214	\$45,580	\$46,962	\$49,317					
07/01/2025	1236	DATA ENTRY OP 2	DATA ENTRY OPERATOR II (35 HOU	35.00	\$44,030	\$44,767	\$46,150	\$47,549	\$49,933					
07/01/2022	1237	DATA ENTRY OP 3	DATA ENTRY OPERATOR III 35 HR	35.00	\$49,183	\$51,106	\$53,019	\$54,940	\$56,853	\$60,507				
07/01/2023	1237	DATA ENTRY OP 3	DATA ENTRY OPERATOR III 35 HR	35.00	\$50,658	\$52,639	\$54,610	\$56,588	\$58,558	\$62,323				
07/01/2024	1237	DATA ENTRY OP 3	DATA ENTRY OPERATOR III 35 HR	35.00	\$52,178	\$54,218	\$56,248	\$58,286	\$60,315	\$64,192				
07/01/2025	1237	DATA ENTRY OP 3	DATA ENTRY OPERATOR III 35 HR	35.00	\$52,830	\$54,896	\$56,951	\$59,015	\$61,069	\$64,995				
07/01/2022	G019	DATA ENTRY OPR	DATA ENTRY OPERATOR	35.00	\$49,199									
07/01/2023	G019	DATA ENTRY OPR	DATA ENTRY OPERATOR	35.00	\$50,675									
07/01/2024	G019	DATA ENTRY OPR	DATA ENTRY OPERATOR	35.00	\$52,195									
07/01/2025	G019	DATA ENTRY OPR	DATA ENTRY OPERATOR	35.00	\$52,848									
07/01/2022	0047	DATA ENTRY SP I	DATA ENTRY SPECIALIST I	32.50	\$42,904	\$43,975	\$45,074	\$46,428						
07/01/2023	0047	DATA ENTRY SP I	DATA ENTRY SPECIALIST I	32.50	\$44,191	\$45,294	\$46,426	\$47,821						
07/01/2024	0047	DATA ENTRY SP I	DATA ENTRY SPECIALIST I	32.50	\$45,516	\$46,653	\$47,819	\$49,256						
07/01/2025	0047	DATA ENTRY SP I	DATA ENTRY SPECIALIST I	32.50	\$46,085	\$47,236	\$48,417	\$49,871						

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07/01/2022	3616	DETENTION OFF	DETENTION OFFICER	36.00	\$42,315									
07/01/2023	3616	DETENTION OFF	DETENTION OFFICER	36.00	\$43,585									
07/01/2024	3616	DETENTION OFF	DETENTION OFFICER	36.00	\$44,893									
07/01/2025	3616	DETENTION OFF	DETENTION OFFICER	36.00	\$45,454									
07/01/2022	3614	DTN OFF PRE6/09	DETENTION OFFICER PRE 6/09	36.00	\$46,013									
07/01/2023	3614	DTN OFF PRE6/09	DETENTION OFFICER PRE 6/09	36.00	\$47,394									
07/01/2024	3614	DTN OFF PRE6/09	DETENTION OFFICER PRE 6/09	36.00	\$48,815									
07/01/2025	3614	DTN OFF PRE6/09	DETENTION OFFICER PRE 6/09	36.00	\$49,426									
07/01/2022	8243	EMERG MED TECH	EMERGENCY MEDICAL TECHNICIAN	40.00	\$48,003	\$49,883	\$51,753	\$53,635	\$55,510					
07/01/2023	8243	EMERG MED TECH	EMERGENCY MEDICAL TECHNICIAN	40.00	\$49,443	\$51,379	\$53,306	\$55,244	\$57,175					
07/01/2024	8243	EMERG MED TECH	EMERGENCY MEDICAL TECHNICIAN	40.00	\$50,927	\$52,921	\$54,905	\$56,902	\$58,890					
07/01/2025	8243	EMERG MED TECH	EMERGENCY MEDICAL TECHNICIAN	40.00	\$51,563	\$53,582	\$55,591	\$57,613	\$59,626					
07/01/2022	G173	EMPLOY TECH	EMPLOYABILITY TECHNICIAN	35.00	\$57,522	\$57,902								
07/01/2023	G173	EMPLOY TECH	EMPLOYABILITY TECHNICIAN	35.00	\$59,248	\$59,640								
07/01/2024	G173	EMPLOY TECH	EMPLOYABILITY TECHNICIAN	35.00	\$61,026	\$61,429								
07/01/2025	G173	EMPLOY TECH	EMPLOYABILITY TECHNICIAN	35.00	\$61,788	\$62,197								
07/01/2022	2101	ENGRG AID I	ENGINEERING AID I (35 HRS)	35.00	\$43,628	\$44,941	\$46,236	\$47,543	\$48,850					
07/01/2023	2101	ENGRG AID I	ENGINEERING AID I (35 HRS)	35.00	\$44,937	\$46,289	\$47,623	\$48,969	\$50,315					
07/01/2024	2101	ENGRG AID I	ENGINEERING AID I (35 HRS)	35.00	\$46,285	\$47,678	\$49,051	\$50,438	\$51,825					
07/01/2025	2101	ENGRGAID I	ENGINEERING AID I (35 HRS)	35.00	\$46,863	\$48,274	\$49,665	\$51,069	\$52,473					
07/01/2022	2103	ENGRG AID II	ENGINEERING AID II	35.00	\$47,059	\$48,264	\$49,463	\$50,694	\$51,902					
07/01/2023	2103	ENGRG AID II	ENGINEERING AID II	35.00	\$48,470	\$49,712	\$50,947	\$52,214	\$53,459					
07/01/2024	2103	ENGRGAID II	ENGINEERING AID II	35.00	\$49,925	\$51,203	\$52,475	\$53,781	\$55,063					
07/01/2025	2103	ENGRGAID II	ENGINEERING AID II	35.00	\$50,549	\$51,843	\$53,131	\$54,453	\$55,751					
07/01/2022	2105	ENGRG AID III	ENGINEERING AID III	35.00	\$60,099	\$62,014	\$63,943	\$65,848						
07/01/2023	2105	ENGRG AID III	ENGINEERING AID III	35.00	\$61,902	\$63,875	\$65,862	\$67,823						
07/01/2024	2105	ENGRG AID III	ENGINEERING AID III	35.00	\$63,760	\$65,791	\$67,838	\$69,858						
07/01/2025	2105	ENGRG AID III	ENGINEERING AID III	35.00	\$64,557	\$66,613	\$68,686	\$70,731						



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07/01/2022	4705	EPI INSPECTOR	EPIDEMIOLOGICAL INSPECTOR	35.00	\$52,897									
07/01/2022	G178	EPI INSPECTOR	EPIDEMIOLOGICAL INSPECTOR	35.00	\$52,897									
07/01/2023	4705	EPI INSPECTOR	EPIDEMIOLOGICAL INSPECTOR	35.00	\$54,484									
07/01/2023	G178	EPI INSPECTOR	EPIDEMIOLOGICAL INSPECTOR	35.00	\$54,484									
07/01/2024	4705	EPI INSPECTOR	EPIDEMIOLOGICAL INSPECTOR	35.00	\$56,118									
07/01/2024	G178	EPI INSPECTOR	EPIDEMIOLOGICAL INSPECTOR	35.00	\$56,118									
07/01/2025	4705	EPI INSPECTOR	EPIDEMIOLOGICAL INSPECTOR	35.00	\$56,820									
07/01/2025	G178	EPI INSPECTOR	EPIDEMIOLOGICAL INSPECTOR	35.00	\$56,820									
07/01/2022	1202	ERS OPERATOR	EMERGENCY REPORTING SERVICE OP	42.00	\$42,653	\$43,938	\$45,228	\$46,516	\$47,815					
07/01/2023	1202	ERS OPERATOR	EMERGENCY REPORTING SERVICE OP	42.00	\$43,933	\$45,256	\$46,585	\$47,911	\$49,249					
07/01/2024	1202	ERS OPERATOR	EMERGENCY REPORTING SERVICE OP	42.00	\$45,251	\$46,614	\$47,983	\$49,349	\$50,727					
07/01/2025	1202	ERS OPERATOR	EMERGENCY REPORTING SERVICE OP	42.00	\$45,817	\$47,196	\$48,583	\$49,966	\$51,361					
07/01/2022	0502	FAC SPEC A LGE	FACILITIES SPEC. AT LARGE	40.00	\$63,254									
07/01/2023	0502	FAC SPEC A LGE	FACILITIES SPEC. AT LARGE	40.00	\$65,152									
07/01/2024	0502	FAC SPEC A LGE	FACILITIES SPEC. AT LARGE	40.00	\$67,107									
07/01/2025	0502	FAC SPEC A LGE	FACILITIES SPEC. AT LARGE	40.00	\$67,945									
07/01/2022	0526	FIN MGMT SPEC	FINANCIAL MGMT SPECIALIST	35.00	\$57,692	\$60,405	\$63,121	\$65,837	\$68,552					
07/01/2023	0526	FIN MGMT SPEC	FINANCIAL MGMT SPECIALIST	35.00	\$59,423	\$62,218	\$65,015	\$67,812	\$70,608					
07/01/2024	0526	FIN MGMT SPEC	FINANCIAL MGMT SPECIALIST	35.00	\$61,206	\$64,084	\$66,966	\$69,846	\$72,726					
07/01/2025	0526	FIN MGMT SPEC	FINANCIAL MGMT SPECIALIST	35.00	\$61,971	\$64,885	\$67,803	\$70,719	\$73,636					
07/01/2022	1302	FIN MGT ASOC	FINANCIAL MANAGEMENT ASSOCIATE	35.00	\$78,153									
07/01/2023	1302	FIN MGT ASOC	FINANCIAL MANAGEMENT ASSOCIATE	35.00	\$80,498									
07/01/2024	1302	FIN MGT ASOC	FINANCIAL MANAGEMENT ASSOCIATE	35.00	\$82,913									
07/01/2025	1302	FIN MGT ASOC	FINANCIAL MANAGEMENT ASSOCIATE	35.00	\$83,949									
07/01/2022	0221	FIN MNG NUT	FINANCIAL MGR-NUT	35.00	\$64,234	\$66,984	\$69,738	\$71,538	\$75,258	\$78,380	\$80,727			
07/01/2023	0221	FIN MNG NUT	FINANCIAL MGR-NUT	35.00	\$66,161	\$68,994	\$71,830	\$73,684	\$77,516	\$80,731	\$83,149			
07/01/2024	0221	FIN MNG NUT	FINANCIAL MGR-NUT	35.00	\$68,146	\$71,063	\$73,985	\$75,894	\$79,841	\$83,153	\$85,644			
07/01/2025	0221	FIN MNG NUT	FINANCIAL MGR-NUT	35.00	\$68,998	\$71,952	\$74,910	\$76,843	\$80,839	\$84,193	\$86,714			
07/01/2022	1107	FIRE ARSN ANLST	FIRE ARSON ANALYST	32.50	\$45,667	\$47,456	\$49,233	\$51,015	\$52,793					
07/01/2023	1107	FIRE ARSN ANLST	FIRE ARSON ANALYST	32.50	\$47,037	\$48,880	\$50,710	\$52,545	\$54,376					
07/01/2024	1107	FIRE ARSN ANLST	FIRE ARSON ANALYST	32.50	\$48,448	\$50,346	\$52,231	\$54,122	\$56,008					
07/01/2025	1107	FIRE ARSN ANLST	FIRE ARSON ANALYST	32.50	\$49,054	\$50,976	\$52,884	\$54,798	\$56,708					

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07/01/2022	1114	GARAGE CLERK	GARAGE CLERK	35.00	\$45,667	\$47,456	\$49,233	\$51,015	\$52,793	\$62,098				
07/01/2023	1114	GARAGE CLERK	GARAGE CLERK	35.00	\$47,037	\$48,880	\$50,710	\$52,545	\$54,376	\$63,961				
07/01/2024	1114	GARAGE CLERK	GARAGE CLERK	35.00	\$48,448	\$50,346	\$52,231	\$54,122	\$56,008	\$65,879				
07/01/2025	1114	GARAGE CLERK	GARAGE CLERK	35.00	\$49,054	\$50,976	\$52,884	\$54,798	\$56,708	\$66,703				
07/01/2022	G034	HLTH ADVCT	HEALTH ADVOCATE	35.00	\$58,007									
07/01/2023	G034	HLTH ADVCT	HEALTH ADVOCATE	35.00	\$59,747									
07/01/2024	G034	HLTH ADVCT	HEALTH ADVOCATE	35.00	\$61,539									
07/01/2025	G034	HLTH ADVCT	HEALTH ADVOCATE	35.00	\$62,308									
07/01/2022	3304	HSG CODE INSP	HOUSING CODE INSPECTOR	40.00	\$64,194	\$64,917	\$68,687	\$70,923	\$87,917	\$88,360				
07/01/2022	G115	HSG CODE INSP	HOUSING CODE INSPECTOR	40.00	\$64,194	\$64,917	\$68,687	\$70,923	\$87,917	\$88,360				
07/01/2023	3304	HSG CODE INSP	HOUSING CODE INSPECTOR	40.00	\$66,120	\$66,864	\$70,747	\$73,050	\$90,554	\$91,010				
07/01/2023	G115	HSG CODE INSP	HOUSING CODE INSPECTOR	40.00	\$66,120	\$66,864	\$70,747	\$73,050	\$90,554	\$91,010				
07/01/2024	3304	HSG CODE INSP	HOUSING CODE INSPECTOR	40.00	\$68,103	\$68,870	\$72,870	\$75,242	\$93,271	\$93,741				
07/01/2024	G115	HSG CODE INSP	HOUSING CODE INSPECTOR	40.00	\$68,103	\$68,870	\$72,870	\$75,242	\$93,271	\$93,741				
07/01/2025	3304	HSG CODE INSP	HOUSING CODE INSPECTOR	40.00	\$68,954	\$69,731	\$73,780	\$76,182	\$94,437	\$94,912				
07/01/2025	G115	HSG CODE INSP	HOUSING CODE INSPECTOR	40.00	\$68,954	\$69,731	\$73,780	\$76,182	\$94,437	\$94,912				
07/01/2022	0155	IN SCH SUSP OFF	IN-SCHOOL SUSPENSION OFFICER	65.00	\$39,556									
07/01/2023	0155	IN SCH SUSP OFF	IN-SCHOOL SUSPENSION OFFICER	65.00	\$40,743									
07/01/2024	0155	IN SCH SUSP OFF	IN-SCHOOL SUSPENSION OFFICER	65.00	\$41,965									
07/01/2025	0155	IN SCH SUSP OFF	IN-SCHOOL SUSPENSION OFFICER	65.00	\$42,490									
07/01/2022	G054	INTAKE WKR	INTAKE WORKER	35.00	\$39,284	\$45,422								
07/01/2023	G054	INTAKE WKR	INTAKE WORKER	35.00	\$40,463	\$46,785								
07/01/2024	G054	INTAKE WKR	INTAKE WORKER	35.00	\$41,677	\$48,188								
07/01/2025	G054	INTAKE WKR	INTAKE WORKER	35.00	\$42,198	\$48,791								
07/01/2022	0039	INV CTRL NUT	INVENTORY CONTROL SPECIALIST	35.00	\$64,234	\$66,984	\$69,738	\$71,538	\$75,258	\$78,399				
07/01/2023	0039	INV CTRL NUT	INVENTORY CONTROL SPECIALIST	35.00	\$66,161	\$68,994	\$71,830	\$73,684	\$77,516	\$80,751				
07/01/2024	0039	INV CTRL NUT	INVENTORY CONTROL SPECIALIST	35.00	\$68,146	\$71,063	\$73,985	\$75,894	\$79,841	\$83,174				
07/01/2025	0039	INV CTRL NUT	INVENTORY CONTROL SPECIALIST	35.00	\$68,998	\$71,952	\$74,910	\$76,843	\$80,839	\$84,214				
07/01/2022	G451	JOB DEVLPR	JOB DEVELOPER	35.00	\$60,818									
07/01/2023	G451	JOB DEVLPR	JOB DEVELOPER	35.00	\$62,643									
07/01/2024	G451	JOB DEVLPR	JOB DEVELOPER	35.00	\$64,522									
07/01/2025	G451	JOB DEVLPR	JOB DEVELOPER	35.00	\$65,329									

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07/01/2022	5108	JR LIBRARIAN	JUNIOR LIBRARIAN	35.00	\$47,553	\$51,151	\$54,752							
07/01/2023	5108	JR LIBRARIAN	JUNIOR LIBRARIAN	35.00	\$48,980	\$52,685	\$56,394							
07/01/2024	5108	JR LIBRARIAN	JUNIOR LIBRARIAN	35.00	\$50,449	\$54,266	\$58,086							
07/01/2025	5108	JR LIBRARIAN	JUNIOR LIBRARIAN	35.00	\$51,080	\$54,944	\$58,812							
07/01/2022	4704	LEAD EPID INVES	LEAD EPIDEMIOLOGICAL INVESTIGA	35.00	\$49,857									
07/01/2023	4704	LEAD EPID INVES	LEAD EPIDEMIOLOGICAL INVESTIGA	35.00	\$51,353									
07/01/2024	4704	LEAD EPID INVES	LEAD EPIDEMIOLOGICAL INVESTIGA	35.00	\$52,893									
07/01/2025	4704	LEAD EPID INVES	LEAD EPIDEMIOLOGICAL INVESTIGA	35.00	\$53,555									
07/01/2022	G454	LEAD OUTREACH W	LEAD OUTREACH WORKER	35.00	\$47,511									
07/01/2023	G454	LEAD OUTREACH W	LEAD OUTREACH WORKER	35.00	\$48,936									
07/01/2024	G454	LEAD OUTREACH W	LEAD OUTREACH WORKER	35.00	\$50,404									
07/01/2025	G454	LEAD OUTREACH W	LEAD OUTREACH WORKER	35.00	\$51,034									
07/01/2022	1136	LEGAL ASSISTANT	LEGAL ASSISTANT TO CITY ATTN	35.00	\$73,919	\$76,192	\$78,467	\$80,741	\$83,015					
07/01/2023	1136	LEGAL ASSISTANT	LEGAL ASSISTANT TO CITY ATTN	35.00	\$76,137	\$78,478	\$80,821	\$83,163	\$85,505					
07/01/2024	1136	LEGAL ASSISTANT	LEGAL ASSISTANT TO CITY ATTN	35.00	\$78,421	\$80,832	\$83,246	\$85,658	\$88,071					
07/01/2025	1136	LEGAL ASSISTANT	LEGAL ASSISTANT TO CITY ATTN	35.00	\$79,401	\$81,843	\$84,287	\$86,728	\$89,171					
07/01/2022	1118	LEGAL REC	LEGAL RECEPTIONIST	32.50	\$42,185	\$44,096	\$46,015	\$47,930						
07/01/2023	1118	LEGAL REC	LEGAL RECEPTIONIST	32.50	\$43,450	\$45,419	\$47,396	\$49,368						
07/01/2024	1118	LEGAL REC	LEGAL RECEPTIONIST	32.50	\$44,754	\$46,782	\$48,818	\$50,849						
07/01/2025	1118	LEGAL REC	LEGAL RECEPTIONIST	32.50	\$45,313	\$47,367	\$49,428	\$51,485						
07/01/2022	1110	LEGAL SECRETARY	LEGAL SECRETARY (35 HOURS)	35.00	\$51,658	\$54,074	\$56,497	\$58,909	\$61,339					
07/01/2023	1110	LEGAL SECRETARY	LEGAL SECRETARY (35 HOURS)	35.00	\$53,207	\$55,696	\$58,191	\$60,676	\$63,179					
07/01/2024	1110	LEGAL SECRETARY	LEGAL SECRETARY (35 HOURS)	35.00	\$54,804	\$57,367	\$59,937	\$62,496	\$65,074					
07/01/2025	1110	LEGAL SECRETARY	LEGAL SECRETARY (35 HOURS)	35.00	\$55,489	\$58,084	\$60,686	\$63,278	\$65,888					
07/01/2022	5103	LIBR ASST I	LIBRARY ASSISTANT I	35.00	\$34,761	\$35,840	\$39,304							
07/01/2023	5103	LIBR ASST I	LIBRARY ASSISTANT I	35.00	\$35,804	\$36,915	\$40,483							
07/01/2024	5103	LIBR ASST I	LIBRARY ASSISTANT I	35.00	\$36,878	\$38,023	\$41,697							
07/01/2025	5103	LIBR ASST I	LIBRARY ASSISTANT I	35.00	\$37,339	\$38,498	\$42,219							
07/01/2022	5105	LIBR ASST II	LIBRARY ASSISTANT II	35.00	\$39,749	\$40,382	\$41,581	\$42,792	\$44,853					
07/01/2023	5105	LIBR ASST II	LIBRARY ASSISTANT II	35.00	\$40,941	\$41,594	\$42,829	\$44,076	\$46,199					
07/01/2024	5105	LIBR ASST II	LIBRARY ASSISTANT II	35.00	\$42,169	\$42,841	\$44,113	\$45,398	\$47,585					
07/01/2025	5105	LIBR ASST II	LIBRARY ASSISTANT II	35.00	\$42,697	\$43,377	\$44,665	\$45,966	\$48,180					

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07/01/2022	5106	LIBR ASST III	LIBRARY ASSISTANT III	35.00	\$44,665	\$46,102	\$47,553	\$48,998	\$51,261					
07/01/2023	5106	LIBR ASST III	LIBRARY ASSISTANT III	35.00	\$46,005	\$47,485	\$48,980	\$50,468	\$52,799					
07/01/2024	5106	LIBR ASST III	LIBRARY ASSISTANT III	35.00	\$47,385	\$48,909	\$50,449	\$51,982	\$54,383					
07/01/2025	5106	LIBR ASST III	LIBRARY ASSISTANT III	35.00	\$47,977	\$49,521	\$51,080	\$52,632	\$55,063					
07/01/2022	5107	LIBRARY BINDER	LIBRARY BINDER	35.00	\$36,372	\$37,528	\$38,694	\$39,827						
07/01/2023	5107	LIBRARY BINDER	LIBRARY BINDER	35.00	\$37,464	\$38,654	\$39,855	\$41,022						
07/01/2024	5107	LIBRARY BINDER	LIBRARY BINDER	35.00	\$38,587	\$39,814	\$41,050	\$42,252						
07/01/2025	5107	LIBRARY BINDER	LIBRARY BINDER	35.00	\$39,070	\$40,311	\$41,564	\$42,781						
07/01/2022	5104	LIBRARY INVEST	LIBRARY INVESTIGATOR	35.00	\$39,169	\$40,382	\$41,581	\$42,792	\$44,021					
07/01/2023	5104	LIBRARY INVEST	LIBRARY INVESTIGATOR	35.00	\$40,344	\$41,594	\$42,829	\$44,076	\$45,342					
07/01/2024	5104	LIBRARY INVEST	LIBRARY INVESTIGATOR	35.00	\$41,554	\$42,841	\$44,113	\$45,398	\$46,702					
07/01/2025	5104	LIBRARY INVEST	LIBRARY INVESTIGATOR	35.00	\$42,074	\$43,377	\$44,665	\$45,966	\$47,286					
07/01/2022	G070	LIFEGUARD		35.00	\$8,373									
07/01/2023	G070	LIFEGUARD		35.00	\$8,624									
07/01/2024	G070	LIFEGUARD		35.00	\$8,883									
07/01/2025	G070	LIFEGUARD		35.00	\$8,994									
07/01/2022	0532	MARINE OPS TECH	MARINE OPERATIONS TECHNICIAN	80.00	\$81,446									
07/01/2023	0532	MARINE OPS TECH	MARINE OPERATIONS TECHNICIAN	80.00	\$83,890									
07/01/2024	0532	MARINE OPS TECH	MARINE OPERATIONS TECHNICIAN	80.00	\$86,406									
07/01/2025	0532	MARINE OPS TECH	MARINE OPERATIONS TECHNICIAN	80.00	\$87,486									
07/01/2022	0514	MARINE SAF OFF	MARINE SAFETY OFFICER	40.00	\$65,378									
07/01/2023	0514	MARINE SAF OFF	MARINE SAFETY OFFICER	40.00	\$67,340									
07/01/2024	0514	MARINE SAF OFF	MARINE SAFETY OFFICER	40.00	\$69,360									
07/01/2025	0514	MARINE SAF OFF	MARINE SAFETY OFFICER	40.00	\$70,227									
07/01/2022	G144	MED ASSTNT	MEDICAL ASSISTANT	35.00	\$32,205	\$32,209	\$33,316	\$34,835	\$36,355	\$37,875				
07/01/2023	G144	MED ASSTNT	MEDICAL ASSISTANT	35.00	\$33,171	\$33,175	\$34,316	\$35,880	\$37,446	\$39,011				
07/01/2024	G144	MED ASSTNT	MEDICAL ASSISTANT	35.00	\$34,166	\$34,171	\$35,345	\$36,956	\$38,569	\$40,182				
07/01/2025	G144	MED ASSTNT	MEDICAL ASSISTANT	35.00	\$34,593	\$34,598	\$35,787	\$37,418	\$39,051	\$40,684				

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07/01/2022	G136	NUTRITIONIST		35.00	\$31,405									
07/01/2023	G136	NUTRITIONIST		35.00	\$32,347									
07/01/2024	G136	NUTRITIONIST		35.00	\$33,317									
07/01/2025	G136	NUTRITIONIST		35.00	\$33,734									
07/01/2022	G134	NUTRTN AIDE	NUTRITION AIDE	35.00	\$33,316	\$37,292	\$38,054							
07/01/2023	G134	NUTRTN AIDE	NUTRITION AIDE	35.00	\$34,316	\$38,411	\$39,196							
07/01/2024	G134	NUTRTN AIDE	NUTRITION AIDE	35.00	\$35,345	\$39,563	\$40,372							
07/01/2025	G134	NUTRTN AIDE	NUTRITION AIDE	35.00	\$35,787	\$40,058	\$40,877							
07/01/2022	G719	OPERATION SPEC	OPERATION SPECIALIST	40.00	\$61,481	\$64,107	\$66,734							
07/01/2023	G719	OPERATION SPEC	OPERATION SPECIALIST	40.00	\$63,325	\$66,030	\$68,736							
07/01/2024	G719	OPERATION SPEC	OPERATION SPECIALIST	40.00	\$65,225	\$68,011	\$70,798							
07/01/2025	G719	OPERATION SPEC	OPERATION SPECIALIST	40.00	\$66,040	\$68,861	\$71,683							
07/01/2022	G138	OUTREACH WKR	OUTREACH WORKER	35.00	\$35,943	\$37,020	\$38,097	\$39,176	\$40,292					
07/01/2023	G138	OUTREACH WKR	OUTREACH WORKER	35.00	\$37,021	\$38,131	\$39,240	\$40,351	\$41,500					
07/01/2024	G138	OUTREACH WKR	OUTREACH WORKER	35.00	\$38,132	\$39,275	\$40,417	\$41,562	\$42,745					
07/01/2025	G138	OUTREACH WKR	OUTREACH WORKER	35.00	\$38,608	\$39,766	\$40,922	\$42,081	\$43,280					
07/01/2022	1258	PARALEGAL	PARALEGAL	35.00	\$55,021	\$57,057	\$59,091	\$61,131	\$63,165					
07/01/2023	1258	PARALEGAL	PARALEGAL	35.00	\$56,671	\$58,769	\$60,864	\$62,964	\$65,060					
07/01/2024	1258	PARALEGAL	PARALEGAL	35.00	\$58,371	\$60,532	\$62,690	\$64,853	\$67,011					
07/01/2025	1258	PARALEGAL	PARALEGAL	35.00	\$59,101	\$61,288	\$63,473	\$65,664	\$67,849					
07/01/2022	6008	PARENT AIDE	PARENT AIDE	35.00	\$45,365									
07/01/2022	G143	PARENT AIDE	PARENT AIDE	35.00	\$45,365									
07/01/2023	6008	PARENT AIDE	PARENT AIDE	35.00	\$46,726									
07/01/2023	G143	PARENT AIDE	PARENT AIDE	35.00	\$46,726									
07/01/2024	6008	PARENT AIDE	PARENT AIDE	35.00	\$48,128									
07/01/2024	G143	PARENT AIDE	PARENT AIDE	35.00	\$48,128									
07/01/2025	6008	PARENT AIDE	PARENT AIDE	35.00	\$48,730									
07/01/2025	G143	PARENT AIDE	PARENT AIDE	35.00	\$48,730									
07/01/2022	1119	PAYRLL CLERKII	PAYROLL CLERK II	40.00	\$75,952	\$78,283	\$80,624	\$86,840						
07/01/2023	1119	PAYRLL CLERKII	PAYROLL CLERK II	40.00	\$78,231	\$80,632	\$83,043	\$89,446						
07/01/2024	1119	PAYRLL CLERKII	PAYROLL CLERK II	40.00	\$80,578	\$83,051	\$85,534	\$92,129						
07/01/2025	1119	PAYRLL CLERKII	PAYROLL CLERK II	40.00	\$81,585	\$84,089	\$86,603	\$93,281						

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07/01/2022	1109	PAYROLL CLERK	PAYROLL CLERK	32.50	\$47,834	\$50,232	\$52,619	\$55,016	\$56,522	\$60,325				
07/01/2023	1109	PAYROLL CLERK	PAYROLL CLERK	32.50	\$49,269	\$51,739	\$54,197	\$56,667	\$58,218	\$62,135				
07/01/2024	1109	PAYROLL CLERK	PAYROLL CLERK	32.50	\$50,747	\$53,291	\$55,823	\$58,367	\$59,964	\$63,999				
07/01/2025	1109	PAYROLL CLERK	PAYROLL CLERK	32.50	\$51,382	\$53,957	\$56,521	\$59,097	\$60,714	\$64,799				
07/01/2022	1733	PAYROLL CLK 35	PAYROLL CLERK (35 HOURS)	35.00	\$51,514	\$54,098	\$56,668	\$59,248	\$60,874	\$64,967				
07/01/2023	1733	PAYROLL CLK 35	PAYROLL CLERK (35 HOURS)	35.00	\$53,060	\$55,721	\$58,368	\$61,025	\$62,700	\$66,916				
07/01/2024	1733	PAYROLL CLK 35	PAYROLL CLERK (35 HOURS)	35.00	\$54,652	\$57,392	\$60,119	\$62,856	\$64,581	\$68,924				
07/01/2025	1733	PAYROLL CLK 35	PAYROLL CLERK (35 HOURS)	35.00	\$55,335	\$58,110	\$60,870	\$63,642	\$65,389	\$69,785				
07/01/2022	1234	PAYROLL CLK 40	PAYROLL CLERK (40 HOURS)	40.00	\$58,873	\$61,824	\$64,761	\$67,710	\$69,565	\$74,249				
07/01/2023	1234	PAYROLL CLK 40	PAYROLL CLERK (40 HOURS)	40.00	\$60,639	\$63,678	\$66,704	\$69,741	\$71,652	\$76,476				
07/01/2024	1234	PAYROLL CLK 40	PAYROLL CLERK (40 HOURS)	40.00	\$62,458	\$65,589	\$68,705	\$71,834	\$73,802	\$78,770				
07/01/2025	1234	PAYROLL CLK 40	PAYROLL CLERK (40 HOURS)	40.00	\$63,239	\$66,409	\$69,564	\$72,732	\$74,724	\$79,755				
07/01/2022	1501	PERSNL ASST I	PERSONNEL ASSISTANT I	40.00	\$72,377	\$74,721	\$77,053							
07/01/2023	1501	PERSNL ASST I	PERSONNEL ASSISTANT I	40.00	\$74,548	\$76,963	\$79,365							
07/01/2024	1501	PERSNL ASST I	PERSONNEL ASSISTANT I	40.00	\$76,785	\$79,272	\$81,746							
07/01/2025	1501	PERSNL ASST I	PERSONNEL ASSISTANT I	40.00	\$77,745	\$80,263	\$82,768							
07/01/2022	1502	PERSNL ASST II	PERSONNEL ASSISTANT II	40.00	\$85,781	\$88,118								
07/01/2023	1502	PERSNL ASST II	PERSONNEL ASSISTANT II	40.00	\$88,355	\$90,761								
07/01/2024	1502	PERSNL ASST II	PERSONNEL ASSISTANT II	40.00	\$91,006	\$93,484								
07/01/2025	1502	PERSNL ASST II	PERSONNEL ASSISTANT II	40.00	\$92,143	\$94,652								
07/01/2022	1507	PERSNL TRNEE	PERSONNEL TRAINEE	35.00	\$55,632									
07/01/2023	1507	PERSNL TRNEE	PERSONNEL TRAINEE	35.00	\$57,301									
07/01/2024	1507	PERSNL TRNEE	PERSONNEL TRAINEE	35.00	\$59,020									
07/01/2025	1507	PERSNL TRNEE	PERSONNEL TRAINEE	35.00	\$59,758									
07/01/2022	3606	PRKG ENFORCE OF	PARKING ENFORCEMENT OFFICER	40.00	\$36,127	\$38,286	\$40,448	\$42,606	\$44,768					
07/01/2023	3606	PRKG ENFORCE OF	PARKING ENFORCEMENT OFFICER	40.00	\$37,211	\$39,435	\$41,662	\$43,884	\$46,111					
07/01/2024	3606	PRKG ENFORCE OF	PARKING ENFORCEMENT OFFICER	40.00	\$38,327	\$40,618	\$42,911	\$45,201	\$47,494					
07/01/2025	3606	PRKG ENFORCE OF	PARKING ENFORCEMENT OFFICER	40.00	\$38,806	\$41,125	\$43,448	\$45,766	\$48,088					
07/01/2022	G200	PROGRAM COORD	PROGRAM COORDINATOR	35.00	\$35,412									
07/01/2023	G200	PROGRAM COORD	PROGRAM COORDINATOR	35.00	\$36,475									
07/01/2024	G200	PROGRAM COORD	PROGRAM COORDINATOR	35.00	\$37,569									
07/01/2025	G200	PROGRAM COORD	PROGRAM COORDINATOR	35.00	\$38,039									

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07/01/2022	G002	PROJECTS MGR	PROJECTS MANAGER	35.00	\$44,421									
07/01/2023	G002	PROJECTS MGR	PROJECTS MANAGER	35.00	\$45,753									
07/01/2024	G002	PROJECTS MGR	PROJECTS MANAGER	35.00	\$47,126									
07/01/2025	G002	PROJECTS MGR	PROJECTS MANAGER	35.00	\$47,715									
07/01/2022	1247	PROP APRAISE II	PROPERTY APPRAISER II (35 HOUR	35.00	\$65,274	\$67,199	\$69,023	\$70,850	\$72,674					
07/01/2023	1247	PROP APRAISE II	PROPERTY APPRAISER II (35 HOUR	35.00	\$67,232	\$69,215	\$71,094	\$72,975	\$74,854					
07/01/2024	1247	PROP APRAISE II	PROPERTY APPRAISER II (35 HOUR	35.00	\$69,249	\$71,292	\$73,227	\$75,164	\$77,100					
07/01/2025	1247	PROP APRAISE II	PROPERTY APPRAISER II (35 HOUR	35.00	\$70,115	\$72,183	\$74,142	\$76,104	\$78,063					
07/01/2022	1246	PROP APRAISER I	PROPERTY APPRAISER I (35 HOURS	35.00	\$54,938	\$56,853	\$59,456	\$61,267	\$63,076					
07/01/2023	1246	PROP APRAISER I	PROPERTY APPRAISER I (35 HOURS	35.00	\$56,586	\$58,558	\$61,239	\$63,106	\$64,968					
07/01/2024	1246	PROP APRAISER I	PROPERTY APPRAISER I (35 HOURS	35.00	\$58,284	\$60,315	\$63,077	\$64,999	\$66,918					
07/01/2025	1246	PROP APRAISER I	PROPERTY APPRAISER I (35 HOURS	35.00	\$59,012	\$61,069	\$63,865	\$65,811	\$67,754					
07/01/2022	1214	PUB SAFETY TELE	PUB SAFETY TCO	36.00	\$43,210	\$48,262	\$53,333	\$55,936	\$60,968					
07/01/2023	1214	PUB SAFETY TELE	PUB SAFETY TCO	36.00	\$44,506	\$49,710	\$54,933	\$57,614	\$62,797					
07/01/2024	1214	PUB SAFETY TELE	PUB SAFETY TCO	36.00	\$45,842	\$51,201	\$56,581	\$59,342	\$64,681					
07/01/2025	1214	PUB SAFETY TELE	PUB SAFETY TCO	36.00	\$46,415	\$51,841	\$57,288	\$60,084	\$65,490					
07/01/2022	G360	PYRL COMP PROC	PAYROLL COMPENSATION PROCESSOR	35.00	\$51,514	\$54,096	\$56,668	\$59,244	\$60,876	\$64,965				
07/01/2023	G360	PYRL COMP PROC	PAYROLL COMPENSATION PROCESSOR	35.00	\$53,060	\$55,718	\$58,368	\$61,021	\$62,702	\$66,914				
07/01/2024	G360	PYRL COMP PROC	PAYROLL COMPENSATION PROCESSOR	35.00	\$54,652	\$57,390	\$60,119	\$62,851	\$64,583	\$68,922				
07/01/2025	G360	PYRL COMP PROC	PAYROLL COMPENSATION PROCESSOR	35.00	\$55,335	\$58,107	\$60,870	\$63,637	\$65,391	\$69,783				
07/01/2022	0406	RECEP/SECTY	RECEPTIONIST/SECRETARY	32.50	\$45,667	\$47,456	\$49,233	\$52,788						
07/01/2023	0406	RECEP/SECTY	RECEPTIONIST/SECRETARY	32.50	\$47,037	\$48,880	\$50,710	\$54,371						
07/01/2024	0406	RECEP/SECTY	RECEPTIONIST/SECRETARY	32.50	\$48,448	\$50,346	\$52,231	\$56,002						
07/01/2025	0406	RECEP/SECTY	RECEPTIONIST/SECRETARY	32.50	\$49,054	\$50,976	\$52,884	\$56,702						
07/01/2022	G086	RECEP/SECTY	RECEPTIONIST/SECRETARY	35.00	\$43,166									
07/01/2023	G086	RECEP/SECTY	RECEPTIONIST/SECRETARY	35.00	\$44,461									
07/01/2024	G086	RECEP/SECTY	RECEPTIONIST/SECRETARY	35.00	\$45,795									
07/01/2025	G086	RECEP/SECTY	RECEPTIONIST/SECRETARY	35.00	\$46,368									



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07/01/2022	G075	RECEPTIONIST	RECEPTIONIST	35.00	\$20,337	\$32,346	\$47,930	\$52,282						
07/01/2023	G075	RECEPTIONIST	RECEPTIONIST	35.00	\$20,947	\$33,317	\$49,368	\$53,850						
07/01/2024	G075	RECEPTIONIST	RECEPTIONIST	35.00	\$21,576	\$34,316	\$50,849	\$55,466						
07/01/2025	G075	RECEPTIONIST	RECEPTIONIST	35.00	\$21,846	\$34,745	\$51,485	\$56,159						
07/01/2022	G436	REG SANITARIAN	REGISTERED SANITARIAN/INSPECTO	40.00	\$68,687	\$70,923	\$74,873	\$87,476	\$87,917	\$88,360				
07/01/2023	G436	REG SANITARIAN	REGISTERED SANITARIAN/INSPECTO	40.00	\$70,747	\$73,050	\$77,119	\$90,100	\$90,554	\$91,010				
07/01/2024	G436	REG SANITARIAN	REGISTERED SANITARIAN/INSPECTO	40.00	\$72,870	\$75,242	\$79,433	\$92,803	\$93,271	\$93,741				
07/01/2025	G436	REG SANITARIAN	REGISTERED SANITARIAN/INSPECTO	40.00	\$73,780	\$76,182	\$80,425	\$93,963	\$94,437	\$94,912				
07/01/2022	4702	REGISTERED SAN	REGISTERED SANITARIAN/INSPECTO	40.00	\$68,687	\$70,923	\$74,873	\$87,477	\$87,917	\$88,360				
07/01/2023	4702	REGISTERED SAN	REGISTERED SANITARIAN/INSPECTO	40.00	\$70,747	\$73,050	\$77,119	\$90,101	\$90,554	\$91,010				
07/01/2024	4702	REGISTERED SAN	REGISTERED SANITARIAN/INSPECTO	40.00	\$72,870	\$75,242	\$79,433	\$92,804	\$93,271	\$93,741				
07/01/2025	4702	REGISTERED SAN	REGISTERED SANITARIAN/INSPECTO	40.00	\$73,780	\$76,182	\$80,425	\$93,964	\$94,437	\$94,912				
07/01/2022	0237	RET/PAYROLL ADM	RETIREMENT/PAYROLL ADMIN	40.00	\$73,837	\$76,420	\$79,093	\$81,863	\$84,727	\$87,693				
07/01/2023	0237	RET/PAYROLL ADM	RETIREMENT/PAYROLL ADMIN	40.00	\$76,052	\$78,712	\$81,465	\$84,319	\$87,269	\$90,324				
07/01/2024	0237	RET/PAYROLL ADM	RETIREMENT/PAYROLL ADMIN	40.00	\$78,333	\$81,074	\$83,909	\$86,849	\$89,887	\$93,034				
07/01/2025	0237	RET/PAYROLL ADM	RETIREMENT/PAYROLL ADMIN	40.00	\$79,312	\$82,087	\$84,958	\$87,934	\$91,010	\$94,197				
07/01/2022	1121	RETIRE ADMIN	RETIREMENT ADMINISTRATOR	40.00	\$67,122	\$69,606	\$71,974	\$74,330	\$76,690	\$82,119				
07/01/2023	1121	RETIRE ADMIN	RETIREMENT ADMINISTRATOR	40.00	\$69,136	\$71,695	\$74,134	\$76,560	\$78,990	\$84,582				
07/01/2024	1121	RETIRE ADMIN	RETIREMENT ADMINISTRATOR	40.00	\$71,210	\$73,845	\$76,358	\$78,857	\$81,360	\$87,120				
07/01/2025	1121	RETIRE ADMIN	RETIREMENT ADMINISTRATOR	40.00	\$72,100	\$74,768	\$77,312	\$79,842	\$82,377	\$88,209				
07/01/2022	1137	SEC ASST	SECRETARIAL ASSISTANT	27.50	\$42,297									
07/01/2022	G453	SEC ASST	SECRETARIAL ASSISTANT	35.00	\$45,667	\$47,456	\$49,233	\$52,788						
07/01/2023	1137	SEC ASST	SECRETARIAL ASSISTANT	27.50	\$43,566									
07/01/2023	G453	SEC ASST	SECRETARIAL ASSISTANT	35.00	\$47,037	\$48,880	\$50,710	\$54,371						
07/01/2024	1137	SEC ASST	SECRETARIAL ASSISTANT	27.50	\$44,873									
07/01/2024	G453	SEC ASST	SECRETARIAL ASSISTANT	35.00	\$48,448	\$50,346	\$52,231	\$56,002						
07/01/2025	1137	SEC ASST	SECRETARIAL ASSISTANT	27.50	\$45,434									
07/01/2025	G453	SEC ASST	SECRETARIAL ASSISTANT	35.00	\$49,054	\$50,976	\$52,884	\$56,702						
07/01/2022	0404	SEC GUARD Lead	SECURITY GUARD	40.00	\$41,563	\$42,270	\$42,998							
07/01/2023	0404	SEC GUARD Lead	SECURITY GUARD	40.00	\$42,809	\$43,538	\$44,288							
07/01/2024	0404	SEC GUARD Lead	SECURITY GUARD	40.00	\$44,094	\$44,844	\$45,617							
07/01/2025	0404	SEC GUARD Lead	SECURITY GUARD	40.00	\$44,645	\$45,404	\$46,187							

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07/01/2022	0045	SEC/ACC DIR	SECRETARY/ACCOUNTANT TO DIRECT	32.50	\$64,881	\$66,504	\$68,168	\$69,938						
07/01/2023	0045	SEC/ACC DIR	SECRETARY/ACCOUNTANT TO DIRECT	32.50	\$66,827	\$68,499	\$70,214	\$72,036						
07/01/2024	0045	SEC/ACC DIR	SECRETARY/ACCOUNTANT TO DIRECT	32.50	\$68,832	\$70,554	\$72,320	\$74,197						
07/01/2025	0045	SEC/ACC DIR	SECRETARY/ACCOUNTANT TO DIRECT	32.50	\$69,692	\$71,436	\$73,224	\$75,125						
07/01/2022	G013	SECRETARY	SECRETARY	35.00	\$43,126									
07/01/2023	G013	SECRETARY	SECRETARY	35.00	\$44,420									
07/01/2024	G013	SECRETARY	SECRETARY	35.00	\$45,752									
07/01/2025	G013	SECRETARY	SECRETARY	35.00	\$46,324									
07/01/2022	0037	SECRETRIAL ASSI	SECRETARIAL ASSISTANT	32.50	\$45,667	\$47,456	\$49,233	\$52,788						
07/01/2023	0037	SECRETRIAL ASSI	SECRETARIAL ASSISTANT	32.50	\$47,037	\$48,880	\$50,710	\$54,371						
07/01/2024	0037	SECRETRIAL ASSI	SECRETARIAL ASSISTANT	32.50	\$48,448	\$50,346	\$52,231	\$56,002						
07/01/2025	0037	SECRETRIAL ASSI	SECRETARIAL ASSISTANT	32.50	\$49,054	\$50,976	\$52,884	\$56,702						
07/01/2022	G137	SECURITY GUARD	SECURITY GUARD	40.00	\$41,548									
07/01/2023	G137	SECURITY GUARD	SECURITY GUARD	40.00	\$42,795									
07/01/2024	G137	SECURITY GUARD	SECURITY GUARD	40.00	\$44,078									
07/01/2025	G137	SECURITY GUARD	SECURITY GUARD	40.00	\$44,629									
07/01/2022	1262	SEN TAX CLK 35	SENIOR TAX COLL CLERK - 35HRS	35.00	\$53,003	\$54,935	\$56,851	\$59,248	\$60,874	\$64,967				
07/01/2023	1262	SEN TAX CLK 35	SENIOR TAX COLL CLERK - 35HRS	35.00	\$54,593	\$56,583	\$58,556	\$61,025	\$62,700	\$66,916				
07/01/2024	1262	SEN TAX CLK 35	SENIOR TAX COLL CLERK - 35HRS	35.00	\$56,231	\$58,281	\$60,313	\$62,856	\$64,581	\$68,924				
07/01/2025	1262	SEN TAX CLK 35	SENIOR TAX COLL CLERK - 35HRS	35.00	\$56,934	\$59,009	\$61,067	\$63,642	\$65,389	\$69,785				
07/01/2022	G187	SERVICE ASST	SERVICE ASSISTANT	40.00	\$42,056									
07/01/2023	G187	SERVICE ASST	SERVICE ASSISTANT	40.00	\$43,318									
07/01/2024	G187	SERVICE ASST	SERVICE ASSISTANT	40.00	\$44,617									
07/01/2025	G187	SERVICE ASST	SERVICE ASSISTANT	40.00	\$45,175									
07/01/2022	G449	SOCIAL WKR	SOCIAL WORKER (35 HRS)	35.00	\$58,730	\$61,445								
07/01/2023	G449	SOCIAL WKR	SOCIAL WORKER (35 HRS)	35.00	\$60,491	\$63,288								
07/01/2024	G449	SOCIAL WKR	SOCIAL WORKER (35 HRS)	35.00	\$62,306	\$65,187								
07/01/2025	G449	SOCIAL WKR	SOCIAL WORKER (35 HRS)	35.00	\$63,085	\$66,001								
07/01/2022	1243	SP SK CASH 35	SPANISH SPEAKING CASHIER (35 H	35.00	\$42,048	\$44,157	\$46,260	\$48,362	\$49,519	\$52,565				
07/01/2023	1243	SP SK CASH 35	SPANISH SPEAKING CASHIER (35 H	35.00	\$43,309	\$45,482	\$47,648	\$49,812	\$51,005	\$54,142				
07/01/2024	1243	SP SK CASH 35	SPANISH SPEAKING CASHIER (35 H	35.00	\$44,608	\$46,846	\$49,078	\$51,307	\$52,535	\$55,766				
07/01/2025	1243	SP SK CASH 35	SPANISH SPEAKING CASHIER (35 H	35.00	\$45,166	\$47,432	\$49,691	\$51,948	\$53,192	\$56,463				

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07/01/2022	1304	SP SPKG CASHIER	SPANISH SPEAKING CASHIER	32.50	\$39,045	\$41,003	\$42,956	\$44,908	\$45,982	\$48,812				
07/01/2023	1304	SP SPKG CASHIER	SPANISH SPEAKING CASHIER	32.50	\$40,217	\$42,233	\$44,245	\$46,255	\$47,362	\$50,276				
07/01/2024	1304	SP SPKG CASHIER	SPANISH SPEAKING CASHIER	32.50	\$41,423	\$43,500	\$45,572	\$47,643	\$48,783	\$51,784				
07/01/2025	1304	SP SPKG CASHIER	SPANISH SPEAKING CASHIER	32.50	\$41,941	\$44,044	\$46,142	\$48,238	\$49,392	\$52,432				
07/01/2022	3607	SPECIAL OFFICER	SPECIAL OFFICER	40.00	\$46,833	\$51,503	\$57,331	\$58,080						
07/01/2023	3607	SPECIAL OFFICER	SPECIAL OFFICER	40.00	\$48,238	\$53,048	\$59,051	\$59,823						
07/01/2024	3607	SPECIAL OFFICER	SPECIAL OFFICER	40.00	\$49,685	\$54,640	\$60,822	\$61,618						
07/01/2025	3607	SPECIAL OFFICER	SPECIAL OFFICER	40.00	\$50,306	\$55,323	\$61,582	\$62,388						
07/01/2022	6010	SR CNTR PR ASST	SENIOR CENTER PROGRAM ASSISTAN	25.00	\$27,265									
07/01/2023	6010	SR CNTR PR ASST	SENIOR CENTER PROGRAM ASSISTAN	25.00	\$28,083									
07/01/2024	6010	SR CNTR PR ASST	SENIOR CENTER PROGRAM ASSISTAN	25.00	\$28,926									
07/01/2025	6010	SR CNTR PR ASST	SENIOR CENTER PROGRAM ASSISTAN	25.00	\$29,287									
07/01/2022	G026	SR CTR COORD I	SENIOR CENTER COORDINATOR	35.00	\$49,765	\$51,583	\$52,941	\$54,300	\$55,657					
07/01/2023	G026	SR CTR COORD I	SENIOR CENTER COORDINATOR	35.00	\$51,258	\$53,131	\$54,529	\$55,929	\$57,327					
07/01/2024	G026	SR CTR COORD I	SENIOR CENTER COORDINATOR	35.00	\$52,796	\$54,725	\$56,165	\$57,606	\$59,047					
07/01/2025	G026	SR CTR COORD I	SENIOR CENTER COORDINATOR	35.00	\$53,456	\$55,409	\$56,867	\$58,326	\$59,785					
07/01/2022	G118	SR INFO SPEC	SENIOR INFORMATION SPECIALIST	35.00	\$57,017									
07/01/2023	G118	SR INFO SPEC	SENIOR INFORMATION SPECIALIST	35.00	\$58,727									
07/01/2024	G118	SR INFO SPEC	SENIOR INFORMATION SPECIALIST	35.00	\$60,489									
07/01/2025	G118	SR INFO SPEC	SENIOR INFORMATION SPECIALIST	35.00	\$61,245									
07/01/2022	1264	SR VIT REC CSC	SR VITAL RECORD CUST SVC CLK	35.00	\$47,751	\$49,617	\$51,475	\$53,341	\$55,198					
07/01/2023	1264	SR VIT REC CSC	SR VITAL RECORD CUST SVC CLK	35.00	\$49,183	\$51,106	\$53,020	\$54,941	\$56,854					
07/01/2024	1264	SR VIT REC CSC	SR VITAL RECORD CUST SVC CLK	35.00	\$50,659	\$52,639	\$54,610	\$56,589	\$58,559					
07/01/2025	1264	SR VIT REC CSC	SR VITAL RECORD CUST SVC CLK	35.00	\$51,292	\$53,297	\$55,293	\$57,296	\$59,291					
07/01/2022	1250	STENOGR 35 HR	STENOGRAPHER (35 HRS)	35.00	\$41,051	\$42,340	\$43,656	\$44,954	\$47,288	\$56,862				
07/01/2023	1250	STENOGR 35 HR	STENOGRAPHER (35 HRS)	35.00	\$42,282	\$43,610	\$44,965	\$46,303	\$48,707	\$58,568				
07/01/2024	1250	STENOGR 35 HR	STENOGRAPHER (35 HRS)	35.00	\$43,551	\$44,919	\$46,314	\$47,692	\$50,168	\$60,325				
07/01/2025	1250	STENOGR 35 HR	STENOGRAPHER (35 HRS)	35.00	\$44,095	\$45,480	\$46,893	\$48,288	\$50,795	\$61,079				

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07/01/2022	1233	STENOGRAPH 40	STENOGRAPHER (40 HOURS)	40.00	\$46,915	\$48,387	\$49,891	\$51,378	\$54,043	\$64,986				
07/01/2023	1233	STENOGRAPH 40	STENOGRAPHER (40 HOURS)	40.00	\$48,323	\$49,839	\$51,388	\$52,920	\$55,664	\$66,935				
07/01/2024	1233	STENOGRAPH 40	STENOGRAPHER (40 HOURS)	40.00	\$49,773	\$51,334	\$52,930	\$54,507	\$57,334	\$68,943				
07/01/2025	1233	STENOGRAPH 40	STENOGRAPHER (40 HOURS)	40.00	\$50,395	\$51,976	\$53,591	\$55,189	\$58,051	\$69,805				
07/01/2022	1106	STENOGRAPHER	STENOGRAPHER	32.50	\$38,123	\$39,312	\$40,538	\$41,745	\$43,910	\$52,800				
07/01/2023	1106	STENOGRAPHER	STENOGRAPHER	32.50	\$39,267	\$40,491	\$41,754	\$42,997	\$45,227	\$54,384				
07/01/2024	1106	STENOGRAPHER	STENOGRAPHER	32.50	\$40,445	\$41,706	\$43,006	\$44,287	\$46,584	\$56,015				
07/01/2025	1106	STENOGRAPHER	STENOGRAPHER	32.50	\$40,951	\$42,227	\$43,544	\$44,841	\$47,166	\$56,716				
07/01/2022	1401	STOCK CLERK	STOCK CLERK	40.00	\$33,074	\$33,609	\$34,154	\$34,701	\$35,227					
07/01/2023	1401	STOCK CLERK	STOCK CLERK	40.00	\$34,067	\$34,617	\$35,178	\$35,742	\$36,284					
07/01/2024	1401	STOCK CLERK	STOCK CLERK	40.00	\$35,089	\$35,656	\$36,234	\$36,814	\$37,372					
07/01/2025	1401	STOCK CLERK	STOCK CLERK	40.00	\$35,527	\$36,101	\$36,687	\$37,274	\$37,840					
07/01/2022	1403	STOREKEEPER	STOREKEEPER(REPLACED W/1402)	40.00	\$38,698	\$39,895	\$41,106	\$42,334	\$43,489	\$44,638				
07/01/2023	1403	STOREKEEPER	STOREKEEPER(REPLACED W/1402)	40.00	\$39,859	\$41,092	\$42,339	\$43,604	\$44,793	\$45,977				
07/01/2024	1403	STOREKEEPER	STOREKEEPER(REPLACED W/1402)	40.00	\$41,055	\$42,325	\$43,610	\$44,912	\$46,137	\$47,357				
07/01/2025	1403	STOREKEEPER	STOREKEEPER(REPLACED W/1402)	40.00	\$41,568	\$42,854	\$44,155	\$45,474	\$46,714	\$47,949				
07/01/2022	G441	SUPP SPEC I	SUPPORT SPECIALIST I (35 HRS)	35.00	\$52,213									
07/01/2023	G441	SUPP SPEC I	SUPPORT SPECIALIST I (35 HRS)	35.00	\$53,779									
07/01/2024	G441	SUPP SPEC I	SUPPORT SPECIALIST I (35 HRS)	35.00	\$55,393									
07/01/2025	G441	SUPP SPEC I	SUPPORT SPECIALIST I (35 HRS)	35.00	\$56,085									
07/01/2022	1201	SWITCH BOARD OP	SWITCHBOARD OPERATOR	32.50	\$34,682	\$35,843	\$37,005	\$38,141	\$39,298					
07/01/2023	1201	SWITCH BOARD OP	SWITCHBOARD OPERATOR	32.50	\$35,723	\$36,918	\$38,115	\$39,285	\$40,477					
07/01/2024	1201	SWITCH BOARD OP	SWITCHBOARD OPERATOR	32.50	\$36,794	\$38,026	\$39,258	\$40,464	\$41,691					
07/01/2025	1201	SWITCH BOARD OP	SWITCHBOARD OPERATOR	32.50	\$37,254	\$38,501	\$39,749	\$40,969	\$42,212					
07/01/2022	1245	TAX ASE CLK 35	TAX ASSESSMENT CLERK (35 HOURS)	35.00	\$49,183	\$51,107	\$53,018	\$54,938	\$56,853					
07/01/2023	1245	TAX ASE CLK 35	TAX ASSESSMENT CLERK (35 HOURS)	35.00	\$50,658	\$52,640	\$54,609	\$56,586	\$58,558					
07/01/2024	1245	TAX ASE CLK 35	TAX ASSESSMENT CLERK (35 HOURS)	35.00	\$52,178	\$54,219	\$56,247	\$58,284	\$60,315					
07/01/2025	1245	TAX ASE CLK 35	TAX ASSESSMENT CLERK (35 HOURS)	35.00	\$52,830	\$54,897	\$56,950	\$59,012	\$61,069					
07/01/2022	1260	TAX COLL CLK 35	TAX COLLECTOR CLERK (35 HOURS)	35.00	\$49,183	\$51,107	\$53,018	\$54,938	\$56,853					
07/01/2023	1260	TAX COLL CLK 35	TAX COLLECTOR CLERK (35 HOURS)	35.00	\$50,658	\$52,640	\$54,609	\$56,586	\$58,558					
07/01/2024	1260	TAX COLL CLK 35	TAX COLLECTOR CLERK (35 HOURS)	35.00	\$52,178	\$54,219	\$56,247	\$58,284	\$60,315					
07/01/2025	1260	TAX COLL CLK 35	TAX COLLECTOR CLERK (35 HOURS)	35.00	\$52,830	\$54,897	\$56,950	\$59,012	\$61,069					

<u>EFF DATE</u>	<u>JCC</u>	<u>DESCRIPTION</u>	<u>FULL DESC</u>	<u>HRS/PERIOD</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>	<u>STEP 9</u>	<u>STEP 10</u>
07/01/2022	1261	TAX COLL CLK SP	TAX COLL CLERK SPAN(35 HOURS)	35.00	\$49,183	\$51,107	\$53,018	\$54,938	\$56,853					
07/01/2023	1261	TAX COLL CLK SP	TAX COLL CLERK SPAN(35 HOURS)	35.00	\$50,658	\$52,640	\$54,609	\$56,586	\$58,558					
07/01/2024	1261	TAX COLL CLK SP	TAX COLL CLERK SPAN(35 HOURS)	35.00	\$52,178	\$54,219	\$56,247	\$58,284	\$60,315					
07/01/2025	1261	TAX COLL CLK SP	TAX COLL CLERK SPAN(35 HOURS)	35.00	\$52,830	\$54,897	\$56,950	\$59,012	\$61,069					
07/01/2022	1263	TAX COLL CUST S	TAX COLL CUSTOMER SVC	35.00	\$44,157	\$46,260	\$48,362	\$49,519	\$51,923					
07/01/2023	1263	TAX COLL CUST S	TAX COLL CUSTOMER SVC	35.00	\$45,482	\$47,648	\$49,812	\$51,005	\$53,481					
07/01/2024	1263	TAX COLL CUST S	TAX COLL CUSTOMER SVC	35.00	\$46,846	\$49,078	\$51,307	\$52,535	\$55,085					
07/01/2025	1263	TAX COLL CUST S	TAX COLL CUSTOMER SVC	35.00	\$47,432	\$49,691	\$51,948	\$53,192	\$55,774					
07/01/2022	G259	TB OUTRCH WKR	TUBERCULOSIS OUTREACH WORKER	35.00	\$44,091	\$45,613	\$47,134	\$48,654	\$50,172					
07/01/2023	G259	TB OUTRCH WKR	TUBERCULOSIS OUTREACH WORKER	35.00	\$45,414	\$46,981	\$48,548	\$50,114	\$51,677					
07/01/2024	G259	TB OUTRCH WKR	TUBERCULOSIS OUTREACH WORKER	35.00	\$46,776	\$48,390	\$50,004	\$51,617	\$53,228					
07/01/2025	G259	TB OUTRCH WKR	TUBERCULOSIS OUTREACH WORKER	35.00	\$47,361	\$48,995	\$50,629	\$52,262	\$53,893					
07/01/2022	1209	TCO	TELECOMMUNICATIONS OPERATOR	36.00	\$43,210	\$48,262	\$53,333	\$55,936	\$60,968					
07/01/2023	1209	TCO	TELECOMMUNICATIONS OPERATOR	36.00	\$44,506	\$49,710	\$54,933	\$57,614	\$62,797					
07/01/2024	1209	TCO	TELECOMMUNICATIONS OPERATOR	36.00	\$45,842	\$51,201	\$56,581	\$59,342	\$64,681					
07/01/2025	1209	TCO	TELECOMMUNICATIONS OPERATOR	36.00	\$46,415	\$51,841	\$57,288	\$60,084	\$65,490					
07/01/2022	G053	TEL SPEC	TELEPHONE SPECIALIST	35.00	\$52,211									
07/01/2023	G053	TEL SPEC	TELEPHONE SPECIALIST	35.00	\$53,777									
07/01/2024	G053	TEL SPEC	TELEPHONE SPECIALIST	35.00	\$55,390									
07/01/2025	G053	TEL SPEC	TELEPHONE SPECIALIST	35.00	\$56,083									
07/01/2022	1100	TYPIST 1	TYPIST I	32.50	\$36,496	\$38,325	\$40,144	\$41,969	\$42,914	\$45,620				
07/01/2023	1100	TYPIST 1	TYPIST I	32.50	\$37,591	\$39,475	\$41,349	\$43,228	\$44,201	\$46,988				
07/01/2024	1100	TYPIST 1	TYPIST I	32.50	\$38,719	\$40,659	\$42,589	\$44,525	\$45,527	\$48,398				
07/01/2025	1100	TYPIST 1	TYPIST I	32.50	\$39,203	\$41,168	\$43,121	\$45,082	\$46,096	\$49,003				
07/01/2022	1230	TYPIST I 35 HR	TYPIST I (35 HOURS)	35.00	\$39,302	\$41,269	\$43,232	\$45,198	\$46,215	\$49,132				
07/01/2023	1230	TYPIST I 35 HR	TYPIST I (35 HOURS)	35.00	\$40,481	\$42,507	\$44,529	\$46,554	\$47,602	\$50,606				
07/01/2024	1230	TYPIST I 35 HR	TYPIST I (35 HOURS)	35.00	\$41,695	\$43,782	\$45,865	\$47,951	\$49,030	\$52,124				
07/01/2025	1230	TYPIST I 35 HR	TYPIST I (35 HOURS)	35.00	\$42,216	\$44,330	\$46,438	\$48,550	\$49,642	\$52,776				

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07/01/2022	1256	TYPIST I 40HR	TYPIST I (40 HOURS)	40.00	\$44,915	\$47,169	\$49,367	\$51,656	\$52,815	\$56,150				
07/01/2023	1256	TYPIST I 40HR	TYPIST I (40 HOURS)	40.00	\$46,263	\$48,584	\$50,848	\$53,205	\$54,400	\$57,835				
07/01/2024	1256	TYPIST I 40HR	TYPIST I (40 HOURS)	40.00	\$47,651	\$50,041	\$52,373	\$54,801	\$56,032	\$59,570				
07/01/2025	1256	TYPIST I 40HR	TYPIST I (40 HOURS)	40.00	\$48,246	\$50,667	\$53,028	\$55,486	\$56,732	\$60,315				
07/01/2022	1104	TYPIST II	TYPIST II	32.50	\$39,045	\$41,003	\$42,956	\$44,908	\$45,982	\$48,812				
07/01/2023	1104	TYPIST II	TYPIST II	32.50	\$40,217	\$42,233	\$44,245	\$46,255	\$47,362	\$50,276				
07/01/2024	1104	TYPIST II	TYPIST II	32.50	\$41,423	\$43,500	\$45,572	\$47,643	\$48,783	\$51,784				
07/01/2025	1104	TYPIST II	TYPIST II	32.50	\$41,941	\$44,044	\$46,142	\$48,238	\$49,392	\$52,432				
07/01/2022	1232	TYPIST II 35 HR	TYPIST II (35 HOURS)	35.00	\$42,048	\$44,157	\$46,260	\$48,362	\$49,519	\$52,565				
07/01/2023	1232	TYPIST II 35 HR	TYPIST II (35 HOURS)	35.00	\$43,309	\$45,482	\$47,648	\$49,812	\$51,005	\$54,142				
07/01/2024	1232	TYPIST II 35 HR	TYPIST II (35 HOURS)	35.00	\$44,608	\$46,846	\$49,078	\$51,307	\$52,535	\$55,766				
07/01/2025	1232	TYPIST II 35 HR	TYPIST II (35 HOURS)	35.00	\$45,166	\$47,432	\$49,691	\$51,948	\$53,192	\$56,463				
07/01/2022	1253	TYPIST II 40HR	TYPIST II (40 HOURS)	40.00	\$48,057	\$50,465	\$52,867	\$55,269	\$56,594	\$60,076				
07/01/2023	1253	TYPIST II 40HR	TYPIST II (40 HOURS)	40.00	\$49,498	\$51,979	\$54,453	\$56,927	\$58,292	\$61,878				
07/01/2024	1253	TYPIST II 40HR	TYPIST II (40 HOURS)	40.00	\$50,983	\$53,538	\$56,086	\$58,635	\$60,041	\$63,734				
07/01/2025	1253	TYPIST II 40HR	TYPIST II (40 HOURS)	40.00	\$51,621	\$54,207	\$56,787	\$59,368	\$60,791	\$64,531				
07/01/2022	1111	TYPIST III	TYPIST III	32.50	\$48,738	\$50,232	\$52,619	\$55,016	\$56,522	\$60,325				
07/01/2023	1111	TYPIST III	TYPIST III	32.50	\$50,200	\$51,739	\$54,197	\$56,667	\$58,218	\$62,135				
07/01/2024	1111	TYPIST III	TYPIST III	32.50	\$51,706	\$53,291	\$55,823	\$58,367	\$59,964	\$63,999				
07/01/2025	1111	TYPIST III	TYPIST III	32.50	\$52,352	\$53,957	\$56,521	\$59,097	\$60,714	\$64,799				
07/01/2022	1251	TYPIST III 35HR	TYPIST III (35 HRS)	35.00	\$52,486	\$54,098	\$56,668	\$59,248	\$60,874	\$64,967				
07/01/2023	1251	TYPIST III 35HR	TYPIST III (35 HRS)	35.00	\$54,060	\$55,721	\$58,368	\$61,025	\$62,700	\$66,916				
07/01/2024	1251	TYPIST III 35HR	TYPIST III (35 HRS)	35.00	\$55,682	\$57,392	\$60,119	\$62,856	\$64,581	\$68,924				
07/01/2025	1251	TYPIST III 35HR	TYPIST III (35 HRS)	35.00	\$56,378	\$58,110	\$60,870	\$63,642	\$65,389	\$69,785				
07/01/2022	G083	VICTIM ADV	VICTIM ADVOCATE RECEPTIONIST	35.00	\$55,400									
07/01/2023	G083	VICTIM ADV	VICTIM ADVOCATE RECEPTIONIST	35.00	\$57,062									
07/01/2024	G083	VICTIM ADV	VICTIM ADVOCATE RECEPTIONIST	35.00	\$58,773									
07/01/2025	G083	VICTIM ADV	VICTIM ADVOCATE RECEPTIONIST	35.00	\$59,508									
07/01/2022	1265	VIT REC CUST SC	VITAL RECORDS CUST SVC CLK	35.00	\$39,490	\$41,465	\$43,441	\$45,418	\$47,390	\$49,368				
07/01/2023	1265	VIT REC CUST SC	VITAL RECORDS CUST SVC CLK	35.00	\$40,675	\$42,709	\$44,745	\$46,780	\$48,812	\$50,849				
07/01/2024	1265	VIT REC CUST SC	VITAL RECORDS CUST SVC CLK	35.00	\$41,895	\$43,990	\$46,087	\$48,184	\$50,276	\$52,374				
07/01/2025	1265	VIT REC CUST SC	VITAL RECORDS CUST SVC CLK	35.00	\$42,419	\$44,540	\$46,663	\$48,786	\$50,905	\$53,029				

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07/01/2022	1116	WPCA FLD OP CLE	POLLUTION CONTROL FIELD OPERAT	40.00	\$48,738									
07/01/2023	1116	WPCA FLD OP CLE	POLLUTION CONTROL FIELD OPERAT	40.00	\$50,200									
07/01/2024	1116	WPCA FLD OP CLE	POLLUTION CONTROL FIELD OPERAT	40.00	\$51,706									
07/01/2025	1116	WPCA FLD OP CLE	POLLUTION CONTROL FIELD OPERAT	40.00	\$52,352									
07/01/2022	3302	ZONING INSP	ZONING INSPECTOR	35.00	\$51,659	\$53,395	\$55,117	\$56,842						
07/01/2023	3302	ZONING INSP	ZONING INSPECTOR	35.00	\$53,208	\$54,997	\$56,771	\$58,547						
07/01/2024	3302	ZONING INSP	ZONING INSPECTOR	35.00	\$54,805	\$56,647	\$58,474	\$60,303						
07/01/2025	3302	ZONING INSP	ZONING INSPECTOR	35.00	\$55,490	\$57,355	\$59,205	\$61,057						
07/01/2022	3314	ZONING INSP 35	ZONING INSPECTOR	35.00	\$55,631	\$57,503	\$59,357	\$61,214						
07/01/2023	3314	ZONING INSP 35	ZONING INSPECTOR	35.00	\$57,300	\$59,228	\$61,138	\$63,050						
07/01/2024	3314	ZONING INSP 35	ZONING INSPECTOR	35.00	\$59,019	\$61,005	\$62,972	\$64,942						
07/01/2025	3314	ZONING INSP 35	ZONING INSPECTOR	35.00	\$59,757	\$61,767	\$63,759	\$65,754						



**APPENDIX D**  
**CITY POLICIES**

# Appendix D

## CITY OF BRIDGEPORT

Subject:	Approval:	Approval:	Effective:
<b>ATTENDANCE</b>	Dennis C. Murphy CAO	Joseph P. Ganim Mayor	April 1, 2000 Number: 02-2000 Page: 1 of 7

### PURPOSE

This policy establishes attendance guidelines and procedures, and describes the responsibility of the employee and supervisor in maintaining an effective attendance program.

### SCOPE

This policy applies to all City of Bridgeport employees in all locations, with the exception of uniformed personnel in the Police and Fire Departments.

### POLICY

The City of Bridgeport municipal departments provide a wide range of services to residents, business owners and others. In order to provide quality and timely services, each department must be fully staffed each day. Absenteeism detracts from the City's ability to meet quality service standards and causes a difficult burden for those employees who must assume the duties of absent employees.

Sick time benefits are provided as income protection when illness prevents the employee from reporting to work. It should not be considered as authorized "time off" and attempts to "use up" sick time are strongly discouraged. Our bargaining agreements generally allow for sick leave accumulation and include sick leave "pay-out" provisions. The City's commitment to continued sick leave benefits for income protection purposes is not inconsistent with our commitment to an effective attendance policy.

Excessive employee absenteeism is unacceptable and will be addressed by supervisors and the Office of Labor Relations in accordance with the standards described below.

#### **Employee Responsibilities**

Each employee is expected to:

- Employees are expected to maintain a good attendance record.
- Each employee is expected to give advance notification of absences due to illness, and provide the reason for the absence. The employee must give notification by phone, personally and directly, to the supervisor. If an extreme situation arises and the employee is unable to call prior to the scheduled work time, notification must be given to the Supervisor within half-hour after the scheduled start time.<sup>1</sup> If the employee fails to do so, the employee's absence is considered unauthorized. After three consecutive days without notice, the employee will be considered to have resigned from employment, unless otherwise provided for under the employee's collective bargaining agreement.

### **Supervisor Responsibilities**

Each Supervisor is responsible for monitoring and enforcing this policy. While it is the employee's responsibility to correct the attendance problems and prevent absenteeism, the supervisor should emphasize the following:

- Communicate the City's policy of requiring good attendance to all unit employees.
- Each Department Head or his/her designee shall be responsible for forwarding a monthly report to the CAO and Director of Labor Relations indicating each employee whose attendance merits disciplinary action under this policy and each disciplinary action taken for such employee.
- Employees should personally call their supervisor directly if illness will prevent them from reporting to work. The supervisor must advise the employee that they are to maintain contact for any period of absence beyond one day, unless the employee has provided a doctor's certification covering a specified period.
- Determine when the employee expects to return to work.
- Insure that all absences are accurately and properly recorded on weekly time sheets and on the unit attendance log.
- It is the supervisor's responsibility to consistently enforce this policy by monitoring the employee's attendance records on a monthly basis.
- The attendance records of each employee should be considered individually with reference made to the following types of attendance problems:
  - **Frequency of Absence:** Frequent short-term absences often indicate basic poor attendance habits.
  - **Pattern of Absence:** Unscheduled absences that reflect a pattern of Monday or Friday absences, or absences on the day before or after a holiday or long weekend, or other pattern related to operational conditions (e.g. weather, workload, etc.)
  - **Cause of Absence:** The nature of frequent absences are unrelated and may reflect a poor attendance record.
- Employees should be advised that the City provides a comprehensive benefits plan that should enable the employee to seek treatment for medical problems. The

<sup>1</sup> The collective bargaining agreement for members of the American Federation of State, County and Municipal Employees, Local 1522 (AFSCME 1522) requires its members to call in one hour prior to the start of his/her shift.

Employee Assistance Program (EAP) may also be used as a potential resource for any underlying issues causing an attendance problem.

- Long-term employees with established records of good attendance may be considered differently than a new employee with a poor record during the initial months of employment. It must be recognized, however, that each absence adversely affects the City's ability to provide quality municipal services. The primary responsibility for maintaining a satisfactory attendance record rests with the employee.
- If a supervisor detects an abuse of sick time by an employee, disciplinary action should be taken as described below. **NOTE: The supervisor should counsel the employee and encourage the employee to avail themselves of the EAP, prior to issuing an oral or written warning. In addition, prior to taking any action beyond counseling or an oral or written warning, the supervisor must consult with the Office of Labor Relations.**
- Supervisors are reminded that the use of vacation and personal days must be consistent with the operational needs of the department but must not be so restricted so as to unreasonably deny their use. Sound business judgment is expected to be used in dealing with employee's use of vacation and personal days.

When a matter of interpretation arises, the supervisor shall contact the Director of Labor Relations, or his designee, so as to assure the proper application of these standards.

## **ATTENDANCE STANDARDS & PROCEDURES**

### **Definitions:**

#### **Absence**

An "absence" is defined as any unscheduled absence from work during scheduled working hours (including failing to report for scheduled or unscheduled overtime) or failure to remain at work as scheduled. The use of the term scheduled is significant to this definition because it automatically excludes vacation, personal leave or other forms of approved and scheduled time off. An unscheduled consecutive absence in excess of one day, shall be considered as only one absence against the employee, regardless of its length. (Example: An employee is absent for four consecutive days with the flu. This is treated as one absence for purposes of this policy) An absence excludes any work related injury, or a reoccurrence of such an injury, approved by the City's Worker's Compensation Administrator.

#### **Chronic Illness**

An illness requiring periodic visits or treatment by a physician that continues over an extended period of time and which causes an episodic rather than a continuous period of incapacity.

## **Disciplinary Procedures<sup>2</sup>**

In order to translate attendance standards into an effective working personnel policy, the City has adopted the following standards and procedures. It must be noted that four (4) or more absences in the initial probationary period of employment should be considered as failure to satisfy the probationary period of employment.

- **Corrective counseling** is warranted when an employee has:

Six (6) absences within any twelve (12) month period\*

The supervisor should counsel the employee prior to issuing an oral warning. The supervisor shall discuss with the employee contributing problems and possible corrective measures. An EAP referral should be made, if appropriate. The supervisor should also advise the employee that an additional absence could result in an oral warning.

- **Oral warning** is warranted when an employee has:

Seven (7) absences within any twelve (12) month period\*

The oral warning must be documented by a written memorandum to the employee from the supervisor. In determining whether to issue an oral warning, the supervisor may consider the number of absences, any pattern of absences, the employee's past record and any other extenuating circumstances. Regardless of the circumstances, however, the supervisor must issue an oral warning when the number of absences exceeds these guidelines by one (1) for this category, and continue with discipline in accordance with this policy for all future absences.

The supervisor should advise the employee that an additional absence could result in a written warning.

- **Written warning** is warranted when an employee has:

Eight (8) absences within any twelve (12) month period\*

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<sup>2</sup> The disciplinary procedures provided herein represents the City's position with respect to just cause discipline under any applicable collective bargaining agreements. The City recognizes that a union may seek to contest such interpretation under the applicable grievance provisions.

\* This is a continuously rolling twelve month period.

The supervisor may consult with the Office of Labor Relations, prior to issuing the written warning. In determining whether to issue a written warning, the supervisor may consider the number of absences, any pattern of absences, the employee's past records and any other extenuating circumstances. Regardless of the circumstances, however, the supervisor must issue a written warning when the number of absences exceeds these guidelines by one (1) for this category, and continue with discipline in accordance with this policy for all future absences.

The supervisor should advise the employee that an additional absence will result in a five day suspension without pay.

- A **five (5) day suspension without pay** is warranted when an employee has reached:

Nine (9) absences within any twelve (12) month period\*

The supervisor must consult with the Office of Labor Relations, prior to issuing a five (5) day suspension without pay. The supervisor must advise the employee that termination will be warranted following one (1) additional absence, regardless of the circumstances.

- **Termination** is warranted when an employee has reached:

Ten (10) absences within any 12 month period\*

**The supervisor must consult with the Office of Labor Relations prior to terminating an employee.**

#### **Physician's Documentation**

Unless otherwise provided under an applicable collective bargaining agreement, any employee who incurs more than three (3) absences in a six (6) month period\*\*, or who incurs more than five (5) absences in a twelve (12) month period\*\*, will be required to obtain a physician's statement, acceptable to the Director of Labor Relations, upon the employee's return to work. Failure to provide this statement shall result in no pay for the absence, and other corrective action, if appropriate. Evidence of admission to a hospital may be provided in lieu of a physician's statement. The physician's statement should document the reason for the absence.

A doctor's statement(s) and any other medical records for an employee shall be maintained in the employee's medical file. The information in this file shall be maintained as confidential unless disclosure is necessary for the health and/or safety of

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\* This is a continuously rolling twelve month period.

\*\* This is a continuously rolling six and twelve month period.

other personnel (such as issues of dangerous contagious disease) or for purposes of disciplinary or any other action taken pursuant to this policy.

If an employee attempts to return to work after being absent for a "health related" reason and can document with a physician's statement, acceptable to the Director of Labor Relations, that a second absence (within 2 days of a previous absence) is the result of a single medical condition, the second absence will be considered as a single absence.

### **Chronic Illness**

An absence attributable to a chronic illness will be a factor considered when imposing discipline pursuant to this policy, if the employee suffering from such an illness can provide documentation from a treating physician reflecting that the absence was a direct result of said illness. The physician's documentation must reflect that the illness is chronic (as defined above) and severe enough to prevent the employee from performing his/her duties. However, the absence may be counted against the employee if the employee's attendance record reflects a "pattern of absences" as described in this policy. **Prior to imposing discipline pursuant to this policy for absences that may be caused by a chronic illness, the supervisor must consult with the Office of Labor Relations.**

### **Annual Physical Examination**

An employee's use of sick time (1/2 sick day) to attend an annual physical examination will not be considered against the employee for purposes of imposing discipline pursuant to this policy. The employee's supervisor must be given prior notice of not less than two (2) business days of such examination and adequate documentation if requested. However, employee should use their accumulated personal or vacation days to attend any other medical and/or dental appointments during regularly scheduled work hours.

### **Absence to Care for Sick Child**

The City understands that it may be necessary for employees to be absent from work to care for a sick child. Therefore, an employee's use of a sick day to care for a sick child may not be considered against the employee for purposes of imposing discipline, if the employee can demonstrate that they are the child's primary care giver, the use of a sick day was necessary to care for the ill child, and the child's illness is documented by a physician's statement. However, the sick day may be considered against the employee if the employee's attendance record reflects a "pattern of absences" as described in this policy, or if the number of sick days used to care for a sick child exceeds three in any rolling twelve month period.

### **Family and Medical Leave / Maternity Leave**

Any sick time taken by an employee on an approved family and medical leave, or an approved maternity leave, shall not be considered when imposing discipline pursuant to this policy.

### **American With Disabilities Act**

The American with Disabilities Act (ADA) prohibits employers from discriminating against "qualified" individuals with disabilities. The City is committed to ensuring non-discrimination in all terms and conditions of employment. Prior to imposing any discipline, beyond an oral or written warning, supervisors must consult with the Office of Labor Relations or the ADA Coordinator to ensure compliance with this Act. Employees may contact the City's ADA Coordinator with any questions concerning the ADA.

### **Good Attendance**

An employee with "good attendance" is one with fewer than four (4) absences within a twelve (12) month period. An employee's attendance record shall be considered when evaluating an employee's job performance, and in determining eligibility for promotions.

### **Employee Records**

Documentation of any action taken pursuant to the policy and procedures established herein, shall be returned to the employee's personnel file, unless and until, removal is required under any applicable collective bargaining agreement.

*The rolling base period for calculation of the number of absences shall commence on April 1, 2000.<sup>3</sup>*

*Any questions concerning this Policy shall be directed to the Office of Labor Relations.*

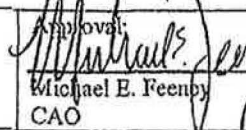
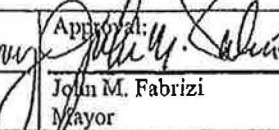
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<sup>3</sup> For members of Local 1522 AFSCME Council #4 this policy will be a continuation of the one effective 1/1/99, and the effective date with respect to such employees for purposes of this provision will continue to be 1/1/99.





## CITY OF BRIDGEPORT

Subject:	Approval:	Approval:	Effective:
<b>TARDINESS</b>	 Michael E. Feenby CAO	 John M. Fabrizi Mayor	October 1, 2005
			Number: Page: 1 of 5

### PURPOSE

This policy establishes tardiness guidelines and procedures, and describes the responsibility of the employee and supervisor in maintaining an effective tardiness policy.

### SCOPE

This policy applies to all City of Bridgeport employees in all locations, with the exception of uniformed personnel in the Police and Fire Departments who are governed by existing policy and practice.

### POLICY

The City of Bridgeport municipal departments provide a wide range of services to residents, business owners and others. In order to provide quality and timely services, each department must be fully staffed each day within its regularly scheduled hours. Tardiness detracts from the City's ability to meet quality service standards and causes a difficult burden for those employees who must assume the duties of employees who are tardy.

Employees are expected to show up for work regularly and on time. The City understands that inclement weather and traffic can be unpredictable and may delay an employee's normal work commute. However, it is the employee's responsibility to plan their commute in accordance with weather/traffic in order to arrive at work at their regularly scheduled time. *See the City's Inclement Weather Policy.*

Continuous and/or excessive employee tardiness is unacceptable and will be addressed by supervisors and the Office of Labor Relations in accordance with the standards described below. Failure to meet the requirements of this policy may result in a payroll deduction and/or discipline up to and including termination.

### Employee Responsibilities

Each employee is expected to:

- Employees are expected to show up for work regularly and on time.
- Employees are expected to accurately document their actual time worked on weekly time sheets.
- Employees who work off-site are expected to call their supervisor when they arrive late.
- Employees are expected to correct and prevent tardiness problems.

### Supervisor Responsibilities

Supervisors are expected to:

- Communicate the City's policy of requiring punctuality to all employees they supervise.
- Insure that all instances of tardiness are accurately and properly recorded on weekly time sheets.
- Consistently enforce this policy by monitoring all employees' records on an ongoing basis.
- Advise employees that the City's Employee Assistance Program (EAP) may also be used as a potential resource for any underlying issues that may be contributing to continuous tardiness.
- Each Department Head or his/her designee shall forward a quarterly report to the Director of Labor Relations indicating each employee whose tardiness merits disciplinary action under this policy and each disciplinary action taken for such employee.
- Supervisors may use discretion not to impose *disciplinary action* under extenuating circumstances.
- Supervisors should use sound and consistent discretion in any decision not to impose discipline if appropriate under this policy.
- Long-term employees with established records of no tardiness may be considered differently than a new employee with a poor record during the initial months of employment. It must be recognized, however, that each instance of tardiness adversely affects the City's ability to provide quality municipal services. The primary responsibility for maintaining a satisfactory record rests with the employee.
- If a supervisor is aware of an employee's tardiness, disciplinary action should be taken as described below.
- Supervisors may impose discipline for a pattern of tardiness within the five (5) minute leeway as provided under this policy.

When a matter of interpretation arises, the supervisor shall contact Labor Relations so as to assure the proper application of these standards.

### TARDINESS STANDARDS & PROCEDURES

#### Definitions

**Tardiness** is defined as 1) a period of lateness at the beginning of an employee's workday, 2) a period of lateness resulting from the employee returning to work late from lunch and break periods. Leaving work early before the tour of duty ends is considered an absence in accordance with the Attendance Policy.

Employees who show up for work within five (5) minutes of their regularly scheduled time shall generally not be considered tardy. This is a five (5) minute leeway and shall not be abused. For example, employees who are more than periodically five (5) minutes late arriving to work and/or returning from lunch may be disciplined for a pattern of tardiness. Supervisors are expected to

use sound and consistent judgment about patterns of tardiness and to consult with Labor Relations as appropriate about discipline. A pattern of abuse of the five (5) minute leeway may be subject to discipline separate and apart from tardiness points and/or may have tardiness occurrences of five (5) minutes or more counted as tardiness points as provided below. Non-exempt employees who are tardy by more than fifteen (15) minutes for any reason will have their pay docked for that time. Exempt employees who are tardy by more than fifteen (15) minutes for any reason will have that time docked from their accumulated compensatory time (if applicable) or vacation or personal days.

### **Disciplinary Procedures<sup>1</sup>**

In order to translate tardiness standards into an effective working personnel policy, the City has adopted the following standards and procedures. It must be noted that four (4) or more tardiness points in the initial probationary period of employment should be considered as failure to satisfy the probationary period of employment.

Each instance of tardiness counts as a tardiness point. An employee may accumulate up to four tardiness points within any twelve (12) month period\* without penalty. Four or more tardiness points will result in the following discipline:

- **4 tardiness points      =      Corrective counseling is warranted**

The supervisor should counsel the employee prior to issuing an oral warning. Corrective counseling should be documented by a written memorandum to the employee from the supervisor. The supervisor shall discuss with the employee contributing problems and possible corrective measures. An EAP referral should be made, if appropriate. The supervisor should also advise the employee that an additional tardiness point may result in an oral warning.

- **5 tardiness points      =      Oral warning is warranted**

Oral warnings must be documented by a written memorandum to the employee from the supervisor. In determining whether to issue an oral warning, the supervisor may consider the employee's past record and any other extenuating circumstances. The supervisor should advise the employee that an additional tardiness point may result in a written warning.

- **6 tardiness points      =      Written warning is warranted**

Written warnings must be documented by a written memorandum to the employee from the supervisor. In determining whether to issue a written warning, the supervisor may consider the employee's past records and any other extenuating circumstances. The

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<sup>1</sup> The disciplinary procedures provided herein represents the City's position with respect to just cause discipline under any applicable collective bargaining agreements. The City recognizes that a union may seek to contest such interpretation under the applicable grievance provisions.

\* This is a continuously rolling twelve-month period.

supervisor should advise the employee that an additional tardiness point may result in a one (1) day suspension without pay.

- **7 tardiness points = A one (1) day suspension without pay is warranted**

The supervisor must consult with the Office of Labor Relations, prior to issuing a one (1) day suspension without pay. The supervisor should advise the employee that a three (3) day suspension will be warranted following one (1) additional tardiness point, regardless of the circumstances.

- **8 tardiness points = A three (3) day suspension without pay is warranted**

The supervisor must consult with the Office of Labor Relations, prior to issuing a three (3) day suspension without pay. The supervisor should advise the employee that a five (5) day suspension will be warranted following one (1) additional tardiness point, regardless of the circumstances.

- **9 tardiness points = A five (5) day suspension without pay is warranted**

The supervisor must consult with the Office of Labor Relations, prior to issuing a five (5) day suspension without pay. The supervisor should advise the employee that termination will be warranted following one (1) additional tardiness point, regardless of the circumstances.

- **10 tardiness points = Termination is warranted**

Supervisors must consult with the Office of Labor Relations prior to terminating an employee.

Supervisors may choose to consult with Labor Relations prior to issuing a verbal or written warning to an employee. However, supervisors must consult with Labor Relations prior to an employee suspension or termination.<sup>2</sup>

An employee's tardiness that is approved and directly related to their intermittent FMLA shall not be subject to progressive discipline.

**NOTE: In each instance of tardiness, the employee shall be docked as described above whether or not discipline is warranted for the instance.**

#### **Making up Time Lost**

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<sup>2</sup> Supervisors should continue to send notice of any disciplinary action (oral, written or otherwise) to the employee and Union as required by the collective bargaining agreement. Any questions regarding Union notification should be directed to Labor Relations.

An employee may make up for the time lost because of their tardiness by 1) showing up for work earlier than their regularly scheduled hours, or 2) staying at work later than their regularly scheduled hours. This requires prior approval by the employee's supervisor. Making up lost time shall not become a habit or pattern. It is intended that in extenuating circumstances an employee would make up for their time lost and not be docked pay, vacation, personal or compensatory time. Since many City offices are open during specific set hours in order to provide a service to the public, it may not be feasible for an employee to make up their lost time as stated above. Therefore, supervisors have discretion in approving an employee's request for making up time lost. In allowing employees to make up lost time, a supervisor may consider long-term employees with established records of no tardiness. However, employees who have been disciplined for violation of this policy within the 12 month period as provided above shall not be permitted to make up time.

If a supervisor feels that an employee has given their best efforts to report to work on time, but the employee was not able to do so because they are the primary caregiver for a school age child or an elderly relative living in the same household, then the supervisor may allow the employee to make up the lost time without the instance being considered a tardiness occurrence.

Supervisors should not allow employees to make up missed time by reducing or foregoing breaks and/or lunch periods as this may contradict FLSA regulations and/or union contracts.

**NOTE: Allowing an employee to make up lost time does not imply that an employee will not be disciplined for their tardiness.**

#### **Employee Records**

Documentation of any action taken pursuant to the policy and procedures established herein shall be returned to the employee's personnel file, unless and until, removal is required under any applicable collective bargaining agreement.

#### **Early Closings**

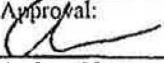
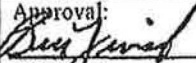
In cases of inclement weather or days preceding holidays, supervisors and department heads do not have the authority to completely close down their respective offices/departments without the approval of the CAO. City offices must at least maintain a "skeleton staff" that can carry out the basic functions of the department unless the CAO shall advise to the contrary. *See the City's Policy on Inclement Weather.*

*The rolling base period for calculation of the number of absences shall commence on October 1, 2005.*

*Any questions concerning this Policy shall be directed to the Office of Labor Relations.*



## CITY OF BRIDGEPORT

Subject: <b>Vacation Carry-Over</b>	Approval:  Andrew Nuun CAO	Approval:  Bill Finch Mayor	Effective: December 4, 2009 Number: Page: 1 of 2
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### PURPOSE

To allow eligible employees an opportunity to choose to carry-over unused vacation from one vacation year to the next and/or receive the cash value of the unused vacation time.

### SCOPE

This policy applies to all employees who by virtue of years of service have earned a vacation carry-over or vacation payout benefit in accordance with the provisions of their collective bargaining agreement.

### HISTORY

**Background:** Prior to 2010, employees were allowed to make elections to carry over or receive the cash value of unused vacation days at the close of a vacation year. Historically, a City vacation year is the period from April 1<sup>st</sup> to March 31<sup>st</sup> of the next year. The IRS has determined that the practice of allowing employees to choose between carrying-over unused days or receiving cash payments for such days at the end of a vacation year violates the doctrine of constructive receipt and is not an allowable practice.

**Changes from prior practice:** Beginning with the 2010-11 vacation year, eligible employees must make irrevocable elections regarding the treatment of unused vacation. Elections must be made prior to the close of business of the last business day of the calendar year preceding the vacation year. For the vacation year beginning 4/1/2010, elections must be made by 12/31/2009. This policy provides a default election for eligible employees to carry-over days, and also allows eligible employees an opportunity to modify their carry-over/cash out provisions as long as the election is made prior to the close of business on the last business day of the calendar year in which they are made, after which time all elections are irrevocable.

### POLICY

**Policy:** In each vacation year, employees eligible for vacation carry-over or vacation cash out shall be deemed to have made an election to utilize the vacation carry-over / vacation cash out benefit at the maximum level allowed by their collective bargaining agreement. This "default election option" requires no action on the part of the employee. Under the



default election option, the unused vacation time elections shall be implemented in the following order:

- First, an election to carry-over the maximum amount (normally one week) of unused vacation shall be made for all eligible employees having sufficient years of service.
- Second, any vacation time available for cash out in excess of the initial carry-over amount, up to the limit specified in the employee's collective bargaining agreement, shall be elected for cash out after the close of the vacation year.

Under the default option, if, at the end of a vacation year, fewer unused vacation days remain than were elected, carry-over vacation days shall be preserved preferentially over cash-out days.

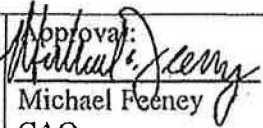
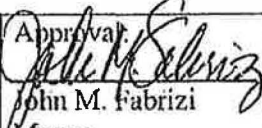
Employees wishing to make an election different from the default option, but which complies with the provisions of their collective bargaining agreement, must make an irrevocable written election by completing the "Vacation Carry-over and Payout Option Election Form" regarding the treatment of such vacation prior to the upcoming vacation year. This irrevocable election must be received in the Benefits Department no later than close of business on the last working day, generally December 31<sup>st</sup>, of the calendar year preceding the vacation year.

Unless superseded by provisions of the employee's collective bargaining agreement, at the end of a vacation year, an eligible employee's elected preference for carry-over (default option) or cash out (alternate option) shall determine the order of preference as to which days shall be retained if the number of available days is less than the maximum number allowed.

To the extent that any unused days remain after fully effectuating the employee's election(s) to carryover or cash out days, then, such remaining unused days shall be forfeited in accordance with an employees collective bargaining agreement, unless these days were unused because of a bona fide City emergency and a prior written exception to this policy was approved by the Director of Labor Relation within 30 days of said emergency, in which case the employee will be allowed to carry over such days.

*Any questions concerning this Policy shall be directed to the Office of Labor Relations.*

## CITY OF BRIDGEPORT

Subject: Pre-Employment and Reasonable Suspicion Drug and Alcohol Testing Policy	Approval: 	Approval: 	Effective: 4-27-07
	Michael Feeney CAO	John M. Fabrizi Mayor	Number: Page: 1 of 11

### PURPOSE

The purpose of this policy is to establish the guidelines and procedures whereby a prospective employee of the City of the Bridgeport is required to take a pre-employment drug test or an employee (other than uniformed members of the Police and Fire Departments and CDL Drivers) may be ordered to undergo drug and/or alcohol testing when reasonable suspicion exists that the employee is using drugs and/or alcohol while on duty.

### POLICY

**It is the policy of the City of Bridgeport that the illegal use of drugs or misuse of alcohol is strictly prohibited. Any discipline issued pursuant to this policy will be considered for just cause within the applicable Collective Bargaining Agreement.**

### DEFINITIONS:

**Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl or isopropyl alcohol.

**Alcohol Concentration:** The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under this policy.

**Alcohol Use:** The consumption of any beverage, mixture or preparation containing alcohol including, but not limited to, any medication containing alcohol.

**Breath Alcohol Technician:** The individual who will instruct and assist the employee in the alcohol testing process and operates the evidential breath-testing device.

**Bridgeport Motor Vehicle:** City owned, leased or rented motor vehicle or combination of motor vehicles used in commerce to transport City of Bridgeport employees, passengers or property.

**Chain of Custody:** Procedures to account for the integrity of each specimen by tracking its handling and storage from point of collection to final disposition.

**Collection Site:** Industrial Medical Center (IMC), 226 Mill Hill Avenue, Bridgeport, CT 06610 during hours the site is open and Bridgeport Hospital outside such hours, or such other site as the City may designate which meets SAMHSA standards.

**Confirmation Test:** In drug testing, a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test in order to insure reliability and accuracy. The confirmation test is performed using a Gas Chromatology/Mass Spectrometry (GC/MS) technique.

**Covered Employee:** All prospective employees of the City of Bridgeport and employees of the City of Bridgeport except uniformed members of the Police and Fire Departments and drivers of City vehicles who possess commercial driver's licenses (CDL) who are covered under other similar City policies.

**Direct Breath Analysis:** The analysis of a sample of a person's breath using an instrument designed for this purpose in order to determine the concentration of ethyl alcohol in the person's blood.

**Evidential Breath Testing Device (EBT):** An EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath.

**Intoxilyzer:** An EBT by means of which equivalent blood alcohol concentration is indicated or recorded on a dial, meter, scale chart or printed record activated by a reaction between a sample introduced and appropriate detector in a chamber, tube or vessel within such apparatus.

**Medical Review Officer (MRO):** A licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and any other relevant biomedical information. If an employee's test result is positive, the MRO will contact the employee to discuss the test to determine if the positive result is valid and to notify the employee that he/she has seventy-two (72) hours to request a test of the split specimen.

**Prescribed Drug:** Any drug, including over the counter medication, prescribed for an individual by a licensed practitioner.

**Refusal to Submit:** When any Covered Employee engages in conduct that obstructs the testing process. This includes but is not limited to the refusal to sign consent forms; the failure to provide adequate urine or a proper sample for controlled substance testing; the refusal to take a required test; the failure to make oneself available to a test as required by this policy.

**Safety Related Function:** Any function that affects the safety of employees and the safe and effective operation of the City of Bridgeport including but not limited to the following:

- 1) All time at a City of Bridgeport facility or other City of Bridgeport locations or in a City of Bridgeport motor vehicle;
- 2) All time that a covered City of Bridgeport employee is on duty.

**SAMHSA:** Substance Abuse Mental Health Services Administration.

**Screening Test:** In drug testing an immunoassay screen to eliminate negative urine specimens from further analysis. The initial screening will be the EMIT (Enzyme Multiplied Immunoassay Technique).

**Supervisor:** Personnel assigned to a position having day-to-day responsibility for supervising subordinates.

## **PROHIBITED CONDUCT**

- 1) The illegal use of controlled substances at any time is prohibited.
- 2) The performance of any Safety Related Function while using legally prescribed drugs is prohibited unless the use is pursuant to the instructions of a physician who has advised the employee that the substance will not adversely affect his/her work performance. The use of legally prescribed drugs, that may impair the employee's work performance or may affect workplace safety, shall be reported to the immediate supervisor before the performance of any Safety Related Function.
- 3) Refusal to submit to a drug test is strictly prohibited. The Covered Employee is required to cooperate with the laboratory personnel and provide them with the following:

- An adequate and complete sampling
- Assistance in completing the required documentation for chain of custody
- Marking and sealing the specimen

The refusal by a Covered Employee to submit to a drug screening test pursuant to the provisions of this policy will result in disciplinary action, up to and including termination.

The refusal by a prospective employee to submit to a drug screening test pursuant to the provisions of this policy will disqualify a prospective employee from consideration for employment.

- 4) The use of a masking agent designed to conceal the use of drugs to be tested is prohibited. The use of such an agent will be deemed a confirmed positive test.
- 5) The consumption of alcohol while performing a Safety Related Function is prohibited.
- 6) A blood alcohol level of .04 or greater is prohibited while performing any Safety Related Function.
- 7) A refusal to submit to an alcohol test is prohibited. A refusal to submit to an alcohol test will be treated as a confirmed positive result.

## **EMPLOYEES SUBJECT TO TESTING & TYPES OF DRUGS TESTED FOR**

All Covered Employees shall be subject to the alcohol and drug testing procedures detailed in this policy.

The drug testing outlined in this policy will test for the following substances:

- 1) Marijuana
- 2) Cocaine
- 3) Amphetamines
- 4) Opiates (e.g. heroine, codeine)
- 5) Phencyclidine (PCP)

Note: The City reserves the right to order testing for Hallucinogens or Steroids, when appropriate. This list is subject to change at the City's discretion.

## **PRE-EMPLOYMENT TESTING**

Prior to the employment of any prospective employee of the City of Bridgeport, that prospective employee shall undergo testing for alcohol and controlled substances. A Covered Employee who is laid off or on a leave for more than one year shall be subject to pre-employment testing.

## **REASONABLE SUSPICION TESTING**

When a "reasonable suspicion" is determined indicating that a Covered Employee is using drugs and/or alcohol, that employee will be tested pursuant to procedures set forth in this policy.

Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

- Direct observation of drug and/or alcohol use;
- The employee's body shows evidence of drug use (e.g. track marks);
- The employee is found to be in possession of drugs or alcohol on duty;
- Spontaneous, unusual, abnormal, erratic or unacceptable behavior;
- An unusual or suspicious pattern of sick leave usage;
- Information which is provided by a reliable and credible source;
- The presence of symptoms of drug or alcohol use (e.g. odor of alcoholic beverage, glassy or blood shot eyes, slurred speech, poor coordination and/or reflexes, etc.);
- The occurrence of repeated multiple on-the-job accidents or injuries.

Any observation for controlled substances and/or alcohol reasonable suspicion testing must be reported immediately to a supervisor.

Any employee who has a reasonable suspicion that his/her supervisor may be under the influence of a controlled substance and/or alcohol may report such suspicion to the next supervisor in the chain of command, and if not available, to the highest ranking

supervisor on duty. There will not be any reprisal against any employee who makes such a report. Any supervisor who does so will be subject to discipline up to and including termination.

A Supervisor who has a reasonable suspicion under this Policy shall consult with the City's Office of Labor Relations if possible concerning such suspicion. The supervisor shall also report such suspicion to their Department Head if possible. After such consultation the supervisor may order the employee for reasonable suspicion testing as provided herein. Except in an emergency or the unavailability of Labor Relations and/or the Department Head, the prior approval of such persons shall be obtained before ordering an employee for testing. A memorandum detailing in writing the specific facts, symptoms or observations that formed the basis for their determination that reasonable suspicion existed to warrant the testing of the employee shall be prepared by the reporting supervisor at the time of referral for testing and approved by the Department Head.

A written directive shall be prepared by the supervisor ordering the employee to report for testing immediately, if possible, but in any event within twenty-four (24) hours. The supervisor shall drive the employee to the Collection Site if possible. If not possible, the supervisor shall arrange for transportation. No employee under reasonable suspicion shall be permitted to drive themselves.

Any employee ordered for reasonable suspicion controlled substance testing, shall also undergo an alcohol screening test.

#### **POST ACCIDENT TESTING**

Employees shall be tested for controlled substances and/or alcohol if the employee was involved in an accident while performing a safety sensitive function with respect to that vehicle, and:

- 1) The accident involved the loss of human life, or;
- 2) The employee was involved in an accident while performing a safety sensitive function with respect to that vehicle and:
  - a. Any vehicle is required to be towed from the scene of the accident or,
  - b. The employee receives a citation as a result of the accident or,
  - c. Anyone involved in the accident has a bodily injury requiring immediate treatment away from the scene of the accident or,
  - d. The employer determines, using the best information available at the time of the decision, that the covered employee's performance cannot be completely discounted as a contributing factor to the accident.

Nothing in this section shall require the delay of necessary medical attention following an accident.

## **RETURN TO DUTY TESTING**

Before an employee who has violated this policy concerning alcohol returns to duty requiring the performance of a Safety Related Function, the employee shall undergo a return to duty alcohol test with a result indicating a blood alcohol level of less than .04.

Before an employee who has violated this policy concerning controlled substance returns to duty requiring the performance of a Safety Related Function, just before such function, the employee shall undergo a return to duty controlled substance test with a result indicating a verified negative result for controlled substance use.

## **FOLLOW-UP TESTING**

Following a determination by a substance abuse professional that an employee is in need of assistance associated with alcohol misuse and/or use of controlled substance that employee will be subject to unannounced follow-up alcohol and/or controlled substance testing. A minimum of six follow up tests must be performed within twelve months of the employee's return to Safety Related Function whether or not a substance abuse professional determines that the employee is in need of further assistance. Additional follow-up tests shall be performed as directed by a substance abuse professional.

## **ALCOHOL TESTING PROCEDURES**

Alcohol testing will be performed by using evidential breath testing (EBT) devices approved by the NHTSA. The Test will be conducted by a Breath Alcohol Technician (BAT) at the collection site. At least two breath tests will be required to determine if a person has a prohibited alcohol concentration. If the first test result is less than .02, the test will be considered negative. If the test shows an alcohol concentration of .02 or greater, a second confirmation test must be conducted. If the confirmation test shows an increased concentration, then the process must be repeated. The final test result will determine what action, if any, needs to be taken.

In order to insure that an EBT is working properly, the BAT will run an air bank test which shows a reading of zero before a test is performed. A fifteen minute waiting period is required between the screening and confirmation test.

## **DRUG TESTING PROCEDURES**

- 1) Drug testing will be performed by providing a urine sample (minimum of 60-75 ml.) at the collection site.
- 2) If an employee is unable to provide an adequate sample, the employee must remain at the collection site for a period of three hours. The employee will be required to consume a minimum of 40 fl. oz. of water during this period. If the employee is still unable to provide an adequate sample, the employee will be referred to a mutually



agreed upon physician, to assess the employee's inability to provide an adequate sample.

- 3) Specimen collection procedures require security for the collection site, chain of custody documentation, use of authorized personnel, privacy during collection, integrity and identity of the specimen, and transportation to the laboratory. Only those sites certified by SAMHSA, and that have these procedures in place will be used.
- 4) All personnel subject to testing shall present their department identification upon appearing at the laboratory.
- 5) Once the urine specimen is collected, it will be forwarded to a SAMHSA certified laboratory. The accuracy of the test shall be drug specific. The initial test shall employ a methodology different from the second test. The initial screening shall consist of the EMIT (Enzyme Multiplied Immunoassay Technique). If this test is negative no further test will be required. If the result is positive, a second confirmation test will be conducted. The confirmation test is performed using a Gas Chromatology/Mass Spectrometry (GC/MS) technique. A MRO will review and interpret positive test results.
- 6) The testing facility will be continuously bound to make provisions to properly preserve, store and secure a split urine sample of the original urine specimen, to be reserved and made available for the purpose of an independent confirmation. The employee, using the laboratory of his/her discretion, will authorize this independent confirmation provided such laboratory is SAMHSA certified. Any employee requesting testing of the split sample must make the request to the MRO within 72 hours of being notified of the results. The laboratory will make available to the employee, for his/her inspection, all records of the primary and secondary confirmation testing done by the lab on the urine sample provided by the employee. There are no cut off levels for testing of the split sample.
- 7) Only confirmed positive results are reported positive. The Office of Labor Relations shall be notified immediately following a positive test result.
- 8) The laboratory must continue the uninterrupted chain-of-custody procedure from receipt of the specimen and maintain internal chain of custody procedures that establish fundamental accountability and reliability of testing from a legal viewpoint. The chain of custody procedure must be stringent and confidential in all phases of the process:
  - Handling of the specimen
  - Testing the specimen
  - Storing of the specimen
  - Reporting of the test results



- 9) The City shall assure that the existing laboratory will be subject to appropriate external auditing procedures to evaluate quality assurance, evaluation of testing procedures and overall performance.

The following table reflects the cut off levels that will indicate a positive on a drug-screening test.

DRUGS	INITIAL TEST LEVELS (NG/ML)	CONFIRMATION TEST LEVELS (NG/ML)
Marijuana	50	15
Cocaine	300	150
Opiates	2000	
Morphine		2000
Codeine		2000
Phencyclidine (PCP)	25	25
Amphetamines	1000	500
Methamphetamine		500

#### **CONSEQUENCES OF A POSITIVE CONTROLLED SUBSTANCE TEST**

Any employee who has tested positive for the use of controlled substances or alcohol in violation of this policy will immediately be removed from the performance of any Safety Related Function. This includes but is not limited to any activity or the use of any equipment that may involve a safety risk to the employee, his fellow employees or the general public at large.

Disciplinary action will be taken against an employee for the confirmed use of drugs and/or the misuse of alcohol. That employee will immediately be suspended for a period of ten (10) days without pay. In some circumstances more severe disciplinary action, including termination, will be applied, depending on the seriousness of the conduct and/or the employee's record.

In the case of a probationary employee, that employee shall be terminated for such confirmed use.

In the case of a temporary, part-time, or seasonal employee, that employee shall be terminated for such confirmed use.

A positive pre-employment test will disqualify a prospective employee from consideration for employment.

As a condition of continued employment, the employee will be mandated to successfully complete a detoxification/rehabilitation program as recommended by and under the

supervision of the City's Employee Assistance Program. Any breach of the employee's after care treatment will lead to the dismissal of the employee.

A positive result on return to duty or follow up tests will lead to the dismissal of the employee.

A second violation of the City's Drug and Alcohol Policy will lead to the dismissal of the employee. It is the Policy of the City of Bridgeport to encourage the rehabilitation of its employees with drug or alcohol problems. Therefore, the City will allow a one-time opportunity, for any employee not terminated, to rehabilitate himself through the City's EAP program. This is a one time only opportunity. Note: Any employee who is found to be in violation of this policy by any other means (i.e. direct observation, arrest, or criminal conviction) will be subject to the above discipline up to and including termination.<sup>1</sup>

### CONSEQUENCES OF VOLUNTARY DISCLOSURES

The City believes that successful rehabilitation depends on an employee's willingness to rehabilitate himself/herself and the admission to oneself that he/she has a problem. Therefore, the City will encourage voluntary disclosure and offer assistance to any employee who seeks help on a voluntary basis. On a one time only basis, any employee who voluntarily seeks assistance will not be disciplined for the use of controlled substances or the misuse of alcohol and will be afforded the opportunity to utilize his/her accrued sick time to achieve his goal of rehabilitation. Each employee is entitled to only one voluntary disclosure.

An employee who voluntarily discloses his drug and/or alcohol problem will be subject to the same return to duty requirements as an employee who tests positive including return to duty and follow up testing; however, this employee will not be subject to immediate termination for a failure of such return to duty or follow up test unless it is his second disciplinary offense.

A disclosure will be considered voluntary only if made:

- 1) Prior to any accident or incident which could lead to a drug and/or alcohol test.
- 2) Prior to the employee being ordered for drug and/or alcohol test.
- 3) Prior to any employee becoming aware of an impending test.

A voluntary disclosure must be made to the appropriate department head in writing.

Note: An employee who voluntarily discloses his drug or alcohol use will not be subject to discipline only for the use of controlled substances or the misuse of drugs. He

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<sup>1</sup> The disciplinary action outlined herein represents the City's position with respect to just cause. It is recognized that a union may contest such discipline and whether just cause exists through the grievance and arbitration process.

may however be subject to discipline for any underlying offenses (e.g. tardiness) or for any pending disciplinary action.

### **CONSEQUENCES OF REFUSAL TO SUBMIT**

Any employee who is required to submit to a drug or alcohol test as required by this policy and refuses to submit to such test will be subject to immediate termination.

### **REINSTATEMENT OF EMPLOYEE**

Any employee who tests positive for alcohol and/or controlled substances, refuses a required test, or who voluntarily discloses a drug and/or alcohol problem and who is not terminated from employment will not be allowed to perform any Safety Related Functions until he has been evaluated by a substance abuse professional, completed all recommended treatment, and taken a return-to-duty drug test with a verified negative result.

### **EMPLOYEE ASSISTANCE PROGRAM**

Any employee who needs to seek help with a drug or alcohol problem may contact the City of Bridgeport Employee Assistance Program.

The EAP is available to all City employees and will provide counseling and referral services to any employee who seeks treatment.

The EAP services are provided by the City at no charge. Additional counseling is available with a minimal co-pay charge as referred by the EAP. Any required treatment that is not covered by the City's EAP program or insurance shall be borne by the employee.

EAP enrollment and counseling is confidential.

**Note:** The enrollment in an EAP program is not considered a voluntary disclosure. The employee must notify his supervisor in writing to be considered to have voluntarily disclosed.

### **EMPLOYEE EDUCATION**

Covered Employees will be provided with information on the symptoms and effects of Drug and Alcohol use.

### **SUPERVISOR TRAINING**

Department Heads and supervisors of Covered Employees will receive training on alcohol awareness and drug awareness.

The purpose of supervisory training is to provide supervisors with the knowledge to recognize the symptoms of drug and alcohol use and/or abuse and to familiarize them with the procedures and roles of the persons involved in this Drug and Alcohol Policy.

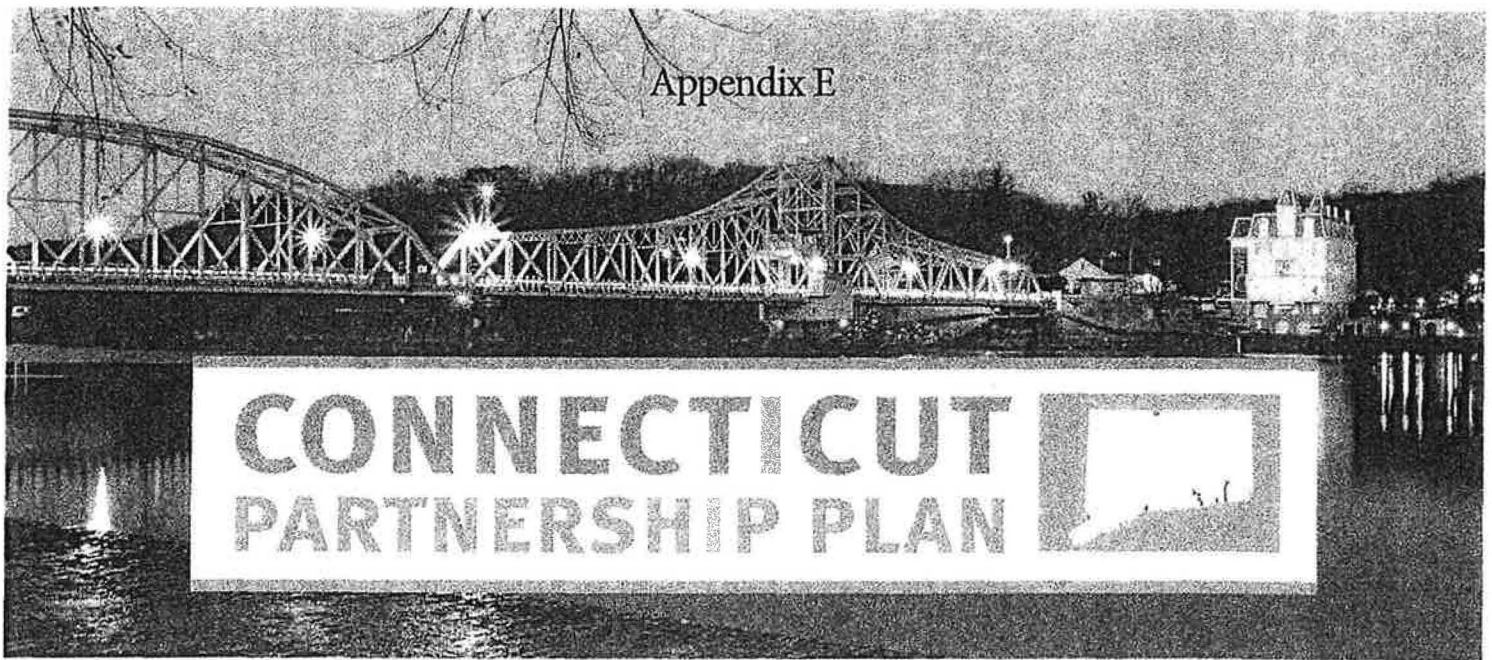
#### **COMPENSATION OF EMPLOYEE**

Each employee shall be compensated at his regular hourly rate for all testing pursuant to this policy, whether during regular working hours or on call back, except in the case of return to duty or follow up testing in which case the employee will not be compensated.

#### **CONTACT PERSON**

The City's Office of Labor Relations will be available to answer any questions regarding this policy.

**APPENDIX E**  
**MEDICAL BENEFITS**



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*A Great Opportunity for Very Valuable Healthcare Coverage*

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Welcome to the Connecticut (CT) Partnership Plan—a low-/no-deductible Point of Service (POS) plan now available to you (and your eligible dependents up to age 26) and other non-state public employees who work for municipalities, boards of education, quasi-public agencies, and public libraries.

*The CT Partnership Plan is the same POS plan currently offered to State of Connecticut employees.*

You get the same great healthcare benefits that state employees get, including \$15 in-network office visits (average actual cost in CT: \$150\*), free preventive care, and \$5 or \$10 generic drug copays for your maintenance drugs. You can see any provider (e.g., doctors, hospitals, other medical facilities) you want—in- or out-of network. But, when you see in-network providers, you pay less. That's because they contract with Anthem Blue Cross and Blue Shield (Anthem)—the plan's administrator—to charge lower rates for their services. You have access to Anthem's State Bluecare POS network in Connecticut, and access to doctors and hospitals across the country through the BlueCard® program.

When you join the CT Partnership Plan, the state's Health Enhancement Program (HEP) is included. HEP encourages you to get preventive care screenings, routine wellness visits, and chronic disease education and counseling. When you remain compliant with the specific HEP requirements on page 5, you get to keep the financial incentives of the HEP program!

Look inside for a summary of medical benefits, and visit [www.anthem.com/statect](http://www.anthem.com/statect) to find out if your doctor, hospital or other medical provider is in Anthem's network. Information about the dental plan offered where you work, and the amount you'll pay for healthcare and dental coverage, will be provided by your employer.

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\*Source: Healthcare Bluebook: [healthcarebluebook.com](http://healthcarebluebook.com)

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Preventive Care (including adult and well-child exams and immunizations, routine gynecologist visits, mammograms, colonoscopy)	\$0	20% of allowable UCR* charges
Annual Deductible (amount you pay before the Plan starts paying benefits)	Individual: \$350 Family: \$350 per member (\$1,400 maximum) <i>Waived for HEP-compliant members</i>	Individual: \$300 Family: \$900
Coinsurance (the percentage of a covered expense you pay after you meet the Plan's annual deductible)	Not applicable	20% of allowable UCR* charges
Annual Out-of-Pocket Maximum (amount you pay before the Plan pays 100% of allowable/UCR* charges)	Individual: \$2,000 Family: 4,000	Individual: \$2,300 (includes deductible) Family: \$4,900 (includes deductible)
Primary Care Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Specialist Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Urgent Care & Walk-In Center Visits	\$15 copay	20% of allowable UCR* charges
Acupuncture (20 visits per year)	\$15 copay	20% of allowable UCR* charges
Chiropractic Care	\$0 copay	20% of allowable UCR* charges
Diagnostic Labs and X-Rays <sup>1</sup> ** High Cost Testing (MRI, CAT, etc.)	\$0 copay ( <i>your doctor</i> will need to get prior authorization for high-cost testing)	20% of allowable UCR* charges ( <i>you</i> will need to get prior authorization for high-cost testing)
Durable Medical Equipment	\$0 ( <i>your doctor</i> may need to get prior authorization)	20% of allowable UCR* charges ( <i>you</i> may need to get prior authorization)

<sup>1</sup> IN NETWORK: Within your carrier's immediate service area, no co-pay for preferred facility. 20% cost share at non-preferred facility.  
Outside your carrier's immediate service area: no co-pay.

<sup>1</sup> OUT OF NETWORK: Within your carrier's immediate service area, deductible plus 40% coinsurance.  
Outside of carrier's immediate service area: deductible plus 20% coinsurance.

(continued on next page)



BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Emergency Room Care	\$250 copay (waived if admitted)	\$250 copay (waived if admitted)
Eye Exam (one per year)	\$15 copay	50% of allowable UCR* charges
<b>**Infertility (based on medical necessity)</b>		
Office Visit	\$15 copay	20% of allowable UCR* charges
Outpatient or Inpatient Hospital Care	\$0	20% of allowable UCR* charges
<b>**Inpatient Hospital Stay</b>	\$0	20% of allowable UCR* charges
<b>Mental Healthcare/Substance Abuse Treatment</b>		
<b>**Inpatient</b>	\$0	20% of allowable UCR* charges (you may need to get prior authorization)
Outpatient	\$15 copay	20% of allowable UCR* charges
Nutritional Counseling (Maximum of 3 visits per Covered Person per Calendar Year)	\$0	20% of allowable UCR* charges
<b>**Outpatient Surgery</b>	\$0	20% of allowable UCR* charges
<b>**Physical/Occupational Therapy</b>	\$0	20% of allowable UCR* charges, up to 60 inpatient days and 30 outpatient days per condition per year
Foot Orthotics	\$0 (you may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)
Speech therapy: Covered for treatment resulting from autism, stroke, tumor removal, injury or congenital anomalies of the oropharynx	\$0	Deductible plus Coinsurance (30 visits per Calendar Year)
Medically necessary treatment resulting from other causes is subject to Prior Authorization	\$0 (30 visits per Covered Person per Calendar Year)	Deductible plus Coinsurance (30 visits per Calendar Year)

\*Usual, Customary and Reasonable. You pay 20% coinsurance based on UCR, plus you pay 100% of amount provider bills you over UCR.

\*\* Prior authorization required: If you use in-network providers, your provider is responsible for obtaining prior authorization from Anthem. If you use out-of-network providers, you are responsible for obtaining prior authorization from Anthem.



# Be the picture of health

Check out these programs and services to be your healthiest best

**Need a doctor? Choose a State of Connecticut preferred doctor and save.**

When you see a Primary Care Physician (PCP) or specialist in your State of Connecticut preferred network (also referred to as Tier 1 in your health plan), there's no office visit copay. These doctors cost less than doctors outside of your plan.

- Visit [anthem.com/ct](http://anthem.com/ct) and choose Find a Doctor.
- Call the Enhanced Member Service Unit at 1-800-622-2232 for more information or to find out if your doctor is in Tier 1.

**At-site-of-service providers get 100% coverage for lab tests, X-rays, and ultrasound imaging.**

Site-of-Service (SOS) providers give you 100% coverage with a \$0 copay. Your plan will cover only 80% of the cost when you get these services from other providers.

- Call the Enhanced Member Service Unit at 1-800-622-2232 for more.

**Get support for mental health concerns.**

If you or a family member needs mental health or substance use care or treatment, we have specialists and designated programs that can help and/or direct you to the type of care that you need.

- Call the Enhanced Member Service Unit at 1-800-622-2232.
- Visit [anthem.com/ct](http://anthem.com/ct).

**See a doctor, psychologist or therapist from home or your smartphone with LiveHealth Online.**

With LiveHealth Online you can see a board-certified doctor on your smartphone, tablet or computer with a webcam. Doctors can assess your health, provide treatment options and send a prescription to the pharmacy of your choice, if needed.<sup>2</sup> If you're feeling stressed, worried or having a tough time, you can see a licensed psychologist or therapist through LiveHealth Online Psychology. It's private and in most cases you can see a therapist within 4 days or less.<sup>3</sup>

- Learn more and enroll at [livehealthonline.com](http://livehealthonline.com) or use the free mobile app.

**How to find care right away when it's not an emergency**

The emergency room shouldn't be your first stop — unless it's a true emergency (then, call 911 or go to the ER). Depending on the situation, there are different types of providers you can see if your doctor isn't available.

- Visit a walk-in doctor's office, retail health clinic or urgent care center.
- Have a tele-visit with a doctor through LiveHealth Online.
- Get 24/7 advice from 1-800-622-2232 to speak with a nurse about symptoms or get help finding the right care.

**Get access to care wherever you go.**

If you travel out of Connecticut, but are in the U.S., you have access to doctors and hospitals across the country with the BlueCard® program. If you travel out of the U.S., you have access to providers in nearly 200 countries with the Blue Cross and Blue Shield Global Core® program.

- Call 1-800-810-BLUE (2538) to learn more about both programs. If you're outside the U.S., call collect at 1-800-622-2232.

**It's easy to manage your benefits online and on the go**

- Find a doctor, check your claims and compare costs for care when you use Anthem's tools.
- Use our free mobile app (search "Anthem Blue Cross and Blue Shield" at the App Store® or Google Play™) for benefit information, ID card, show your ID card, get directions to a doctor or urgent care center and much more.

**Customer service helps you get answers and track claims.**

The State of Connecticut Enhanced Member Service Unit can give you information on benefits, wellness programs and services and everything mentioned in this flier.

- Call them at 1-800-622-2232.
- Visit [anthem.com/ct](http://anthem.com/ct).

<sup>1</sup> Designated as Tier 1 in our Find a Doctor tool. Eligible specialties include allergy and immunology, cardiology, endocrinology, ear nose and throat (ENT), gastroenterology, OB/GYN, ophthalmology, orthopedic surgery, rheumatology and urology.  
<sup>2</sup> Prescription availability is defined by physician judgment and state regulations.

<sup>3</sup> Appointments subject to availability of therapist.

<sup>4</sup> Blue Cross Blue Shield Association website: Coverage Home and Away (accessed March 2019):

[bcbs.com/already-a-member/coverage-home-and-away.html](http://bcbs.com/already-a-member/coverage-home-and-away.html).

LiveHealth Online is the trade name of Health Management Corporation, a separate company, providing telehealth services on behalf of Anthem Blue Cross and Blue Shield.

Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans, Inc. Independent.

licensee of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc. 59142CTMENABS Rev. 03/19

Anthem



**APPENDIX F**  
**PRESCRIPTION DRUG BENEFITS**

CONNECTICUT  
PARTNERSHIP PLAN

## PRESCRIPTION DRUGS

PRESCRIPTION DRUGS	Maintenance (first 30-day supply)	Non-Maintenance (first 30-day supply)	HIP Chronic Conditions
Generic (preferred/non-preferred)**	\$5/\$10	\$5/\$10	\$0
Preferred/Listed Brand Name Drugs	\$25	\$25	\$5
Non-Preferred/Non-Listed Brand Name Drugs	\$40	\$40	\$12.50
Annual Out-of-Pocket Maximum	\$4,600 Individual/\$9,200 Family		

+ Initial 30-day supply at retail pharmacy is permitted. Thereafter, 90-day supply is required—through mail-order or at a retail pharmacy participating in the State of Connecticut Maintenance Drug Network.

++ Prescriptions are filled automatically with a generic drug if one is available, unless the prescribing physician submits a Coverage Exception Request attesting that the brand name drug is medically necessary.

### Preferred and Non-Preferred Brand-Name Drugs

A drug's tier placement is determined by Caremark's Pharmacy and Therapeutics Committee, which reviews tier placement each quarter. If new generics have become available, new clinical studies have been released, new brand-name drugs have become available, etc., the Pharmacy and Therapeutics Committee may change the tier placement of a drug.

If your doctor believes a non-preferred brand-name drug is medically necessary for you, they will need to complete the Coverage Exception Request form (available at [www.osc.ct.gov/caremark](http://www.osc.ct.gov/caremark)) and fax it to Caremark. If approved, you will pay the preferred brand co-pay amount.

### If Your Doctor's Brand Name Drug is Covered & Available

Prescriptions will be automatically filled with a generic drug if one is available, unless your doctor completes Caremark's Coverage Exception Request form and it is approved. (It is not enough for your doctor to note "dispense as written" on your prescription; a separate

form is required.) If you request a brand-name drug over a generic alternative without obtaining a coverage exception, you will pay the generic drug co-pay PLUS the difference in cost between the brand and generic drug.

### Mandatory 90-Day Supply for Maintenance Medications

If you or your family member takes a maintenance medication, you are required to get your maintenance prescriptions as 90-day fills. You will be able to get your first 30-day fill of that medication at any participating pharmacy. After that your two choices are:

- Receive your medication through the Caremark mail-order pharmacy, or
- Fill your medication at a pharmacy that participates in the State's Maintenance Drug Network (see the list of participating pharmacies on the Comptroller's website at [www.osc.ct.gov](http://www.osc.ct.gov)).

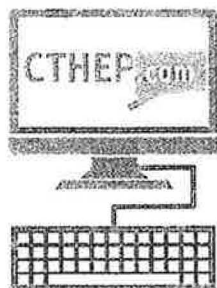


The Health Enhancement Program (HEP) is a component of the medical plan and has several important benefits. First, it helps you and your family work with your medical providers to get and stay healthy. Second, it saves you money on your healthcare. Third, it will save money for the Partnership Plan long term by focusing healthcare dollars on prevention.

### *Health Enhancement Program Requirements*

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, mammograms, and vision exams). Here are the 2022 HEP Requirements:

PREVENTIVE SCREENINGS	AGE						
	0-5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	1 per year	1 every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50-64: Every 3 years 65+: Every 2 years
Dental Cleanings	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years (20+)	Every 5 years	Every 5 years	Every 5 years	Every 5 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	N/A	1 screening between age 45-49	As recommended by physician
Cervical Cancer Screening	N/A	N/A	Pap smear every 3 years (21+)	Pap smear every 3 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years to age 65
Colorectal Cancer Screening	N/A	N/A	N/A	N/A	N/A	40-44: N/A 45+: Colonoscopy every 10 years, Annual FIT/FOBT to age 75 or Cologuard screening every 3 years	



*The Health Enhancement Program features an easy-to-use website to keep you up to date on your requirements.*



### *Additional Requirements for Those With Certain Conditions*

If you or any enrolled family member has 1) Diabetes (Type 1 or 2), 2) asthma or COPD, 3) heart disease/heart failure, 4) hyperlipidemia (high cholesterol), or 5) hypertension (high blood pressure), you and/or that family member will be required to participate in a disease education and counseling program for that particular condition. You will receive free office visits and reduced pharmacy copays for treatments related to your condition.

These particular conditions are targeted because they account for a large part of our total healthcare costs and have been shown to respond particularly well to education and counseling programs. By participating in these programs, affected employees and family members will be given additional resources to improve their health.

### *If You Do Not Comply with the requirements of HEP*

If you or any enrolled dependent becomes non-compliant with HEP, your plan may be terminated. If you are non-compliant, you will be required to pay the full cost of your medical deductible.

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Care Management Solutions, an affiliate of ConnectiCare, is the administrator for the Health Enhancement Program (HEP). The HEP participant portal features tips and tools to help you manage your health and your HEP requirements. You can visit [www.cthep.com](http://www.cthep.com) to:

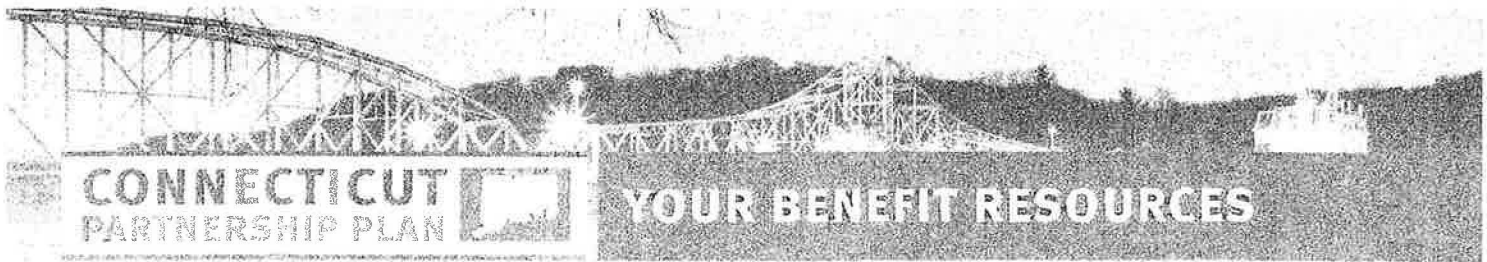
- View HEP preventive and chronic requirements and download HEP forms
- Check your HEP preventive and chronic compliance status
- Complete your chronic condition education and counseling compliance requirement
- Access a library of health information and articles
- Set and track personal health goals
- Exchange messages with HEP Nurse Case Managers and professionals

You can also call Care Management Solutions to speak with a representative.

Care Management Solutions

(877) 687-1448 Monday – Thursday, 8:00 a.m. – 6:00 p.m. Friday, 8:00 a.m. – 5:00 p.m.

[www.cthep.com](http://www.cthep.com)



*Office of the State Comptroller, Healthcare Policy & Benefit Services Division*

[www.osc.ct.gov/ctpartner](http://www.osc.ct.gov/ctpartner)

**860-702-3560**

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***Anthem Blue Cross and Blue Shield***

[www.anthem.com/statedct](http://www.anthem.com/statedct)

Enhanced Dedicated Member Services: **1-800-922-2232**

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***Caremark (Prescription drug benefits)***

[www.caremark.com](http://www.caremark.com)

**1-800-318-2572**

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***CIGNA (Dental and Vision Rider benefits)***

[www.cigna.com/stateofct](http://www.cigna.com/stateofct)

**1-800-244-6224**

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***First Connecticut Health Plan (FCHP) (an affiliate of ConnectiCare)***

[www.cthep.com](http://www.cthep.com)

**1-877-687-1448**

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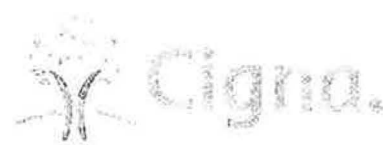
For details about specific plan benefits and network providers, contact the insurance carrier. If you have questions about eligibility, enrolling in the plans or payroll deductions, contact your Payroll/Human Resources office.

**APPENDIX G**  
**DENTAL BENEFITS**



## Appendix G

### ***Cigna Dental Benefit Summary Bridgeport, City & Board of Education City Employees Only Plan Renewal Date: 07/01/2022***



Administered by: Cigna Health and Life Insurance Company

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations. Your DPPO plan allows you to see any licensed dentist, but using an in-network dentist may minimize your out-of-pocket expenses.

<b><i>Cigna Dental PPO</i></b>				
<b><i>Network Options</i></b>	<b><i>In-Network: Total Cigna DPPO Network</i></b>		<b><i>Non-Network: See Non-Network Reimbursement</i></b>	
<b><i>Reimbursement Levels</i></b>	Based on Contracted Fees		Maximum Reimbursable Charge	
<b><i>Calendar Year Benefits Maximum</i></b> Applies to: Class I, II & III expenses	\$1,000		\$1,000	
<b><i>Calendar Year Deductible</i></b> Individual Family	\$25 \$75		\$25 \$75	
<b><i>Benefit Highlights</i></b>	<b><i>Plan Pays</i></b>	<b><i>You Pay</i></b>	<b><i>Plan Pays</i></b>	<b><i>You Pay</i></b>
<b><i>Class I: Diagnostic &amp; Preventive</i></b> Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Sealants: per tooth Space Maintainers: non-orthodontic Emergency Care to Relieve Pain	100% No Deductible	No Charge	100% No Deductible	No Charge
<b><i>Class II: Basic Restorative</i></b> Restorative: fillings Endodontics: minor and major Periodontics: minor and major Oral Surgery: minor and major Anesthesia: general and IV sedation Repairs: bridges, crowns and inlays Repairs: dentures Denture Relines, Rebases and Adjustments	80% After Deductible	20% After Deductible	80% After Deductible	20% After Deductible
<b><i>Class III: Major Restorative</i></b> Inlays and Onlays Prosthesis Over Implant Crowns: prefabricated stainless steel / resin Crowns: permanent cast and porcelain Bridges and Dentures	50% After Deductible	50% After Deductible	50% After Deductible	50% After Deductible
<b><i>Benefit Plan Provisions:</i></b>				
<b><i>In-Network Reimbursement</i></b>	For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule.			
<b><i>Non-Network Reimbursement</i></b>	For services provided by a non-network dentist, Cigna Dental will reimburse according to the Maximum Reimbursable Charge. The MRC is calculated at the 90th percentile of all provider submitted amounts in the geographic area. The dentist may balance bill up to their usual fees.			
<b><i>Cross Accumulation</i></b>	All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network.			
<b><i>Calendar Year Benefits Maximum</i></b>	The plan will only pay for covered charges up to the yearly Benefits Maximum, when applicable. Benefit-specific Maximums may also apply.			
<b><i>Calendar Year Deductible</i></b>	This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply.			
<b><i>Carryover Provision</i></b>	Dental Expenses incurred and applied toward the Individual or Family Deductible during the last 3 months of the calendar year will be applied toward the next year's Deductible.			



<b>Pretreatment Review</b>	Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed.
<b>Alternate Benefit Provision</b>	When more than one covered Dental Service could provide suitable treatment based on common dental standards, Cigna will determine the covered Dental Service on which payment will be based and the expenses that will be included as Covered Expenses.
<b>Oral Health Integration Program*</b>	The Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with certain medical conditions. There is no additional charge to participate in the program. Those who qualify can receive reimbursement of their coinsurance for eligible dental services. Eligible customers can also receive guidance on behavioral issues related to oral health. Reimbursements under this program are not subject to the annual deductible, but will be applied to the plan annual maximum. For more information on how to enroll in this program and a complete list of terms and eligible conditions, go to <a href="http://www.mrcigna.com">www.mrcigna.com</a> or call customer service 24/7 at 1-800-Cigna24.
<b>Timely Filing</b>	Out of network claims submitted to Cigna after 365 days from date of service will be denied.
<b>Benefit Limitations:</b>	
Missing Tooth Limitation	For teeth missing prior to coverage with Cigna, the amount payable is 50% of the amount otherwise payable until covered for 24 months; thereafter, considered a Class III expense.
Oral Evaluations/Exams	2 per calendar year.
X-rays (routine)	Bitewings: 2 per calendar year.
X-rays (non-routine)	Complete series of radiographic images and panoramic radiographic images: Limited to a combined total of 1 per 36 months.
Cleanings	2 per calendar year, including periodontal maintenance procedures following active therapy.
Fluoride Application	1 per calendar year for children under age 19.
Sealants (per tooth)	Limited to posterior tooth. 1 treatment per tooth every 36 months for children under age 14.
Space Maintainers	Limited to non-orthodontic treatment for children under age 19.
Inlays, Crowns, Bridges, Dentures and Partial	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
Denture and Bridge Repairs	Reviewed if more than once.
Denture Relines, Rebases and Adjustments	Covered if more than 6 months after installation.
Prosthesis Over Implant	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
<b>Benefit Exclusions:</b>	
Covered Expenses will not include, and no payment will be made for the following:	
<ul style="list-style-type: none"> <li>• Procedures and services not included in the list of covered dental expenses;</li> <li>• Diagnostic: cone beam imaging;</li> <li>• Preventive Services: instruction for plaque control, oral hygiene and diet;</li> <li>• Restorative: veneers of porcelain, ceramic, resin, or acrylic materials on crowns or pontics on or replacing the upper and or lower first, second and/or third molars;</li> <li>• Periodontics: bite registrations; splinting;</li> <li>• Prosthodontic: precision or semi-precision attachments;</li> <li>• Implants: implants or implant related services;</li> <li>• Orthodontics: orthodontic treatment;</li> <li>• Procedures, appliances or restorations, except full dentures, whose main purpose is to change vertical dimension, diagnose or treat conditions of dysfunction of the temporomandibular joint (TMJ), stabilize periodontally involved teeth or restore occlusion;</li> <li>• Athletic mouth guards;</li> <li>• Services performed primarily for cosmetic reasons;</li> <li>• Personalization or decoration of any dental device or dental work;</li> <li>• Replacement of an appliance per benefit guidelines;</li> <li>• Services that are deemed to be medical in nature;</li> <li>• Services and supplies received from a hospital;</li> <li>• Drugs: prescription drugs;</li> <li>• Charges in excess of the Maximum Reimbursable Charge.</li> </ul>	

This document provides a summary only. It is not a contract. If there are any differences between this summary and the official plan documents, the terms of the official plan documents will prevail.

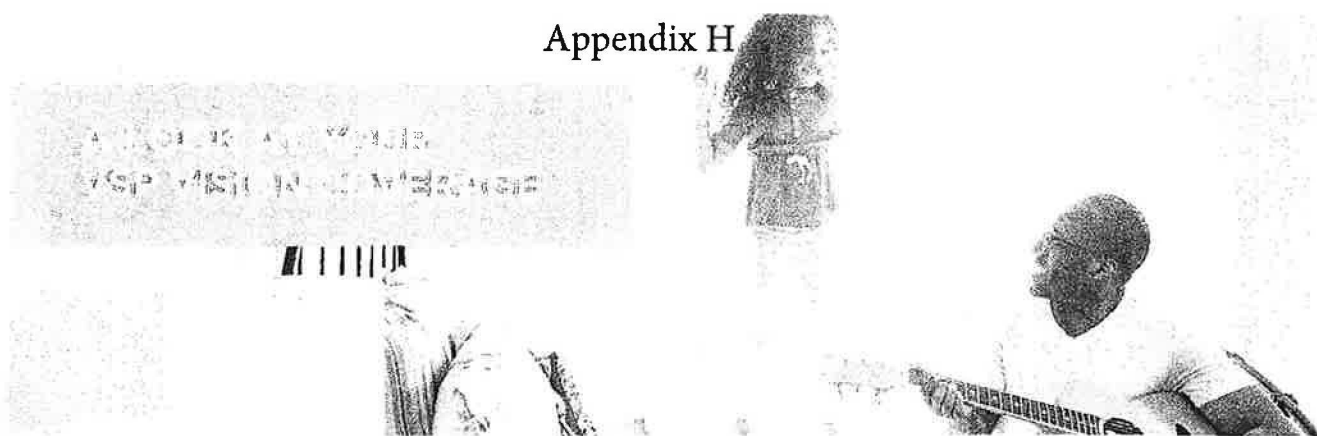
Product availability may vary by location and plan type and is subject to change. All group dental insurance policies and dental benefit plans contain exclusions and limitations. For costs and details of coverage, review your plan documents or contact a Cigna representative.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation, including Cigna Health and Life Insurance Company (CHLIC), Connecticut General Life Insurance Company, and Cigna Dental Health, Inc.

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**APPENDIX H**  
**VISION BENEFITS**

## Appendix H



Enroll in VSP® Vision Care to get personalized care from a VSP network doctor at low out-of-pocket costs.

Save on eyewear and eye care when you see a VSP network doctor. Plus, take advantage of Exclusive Member Extras for additional savings.

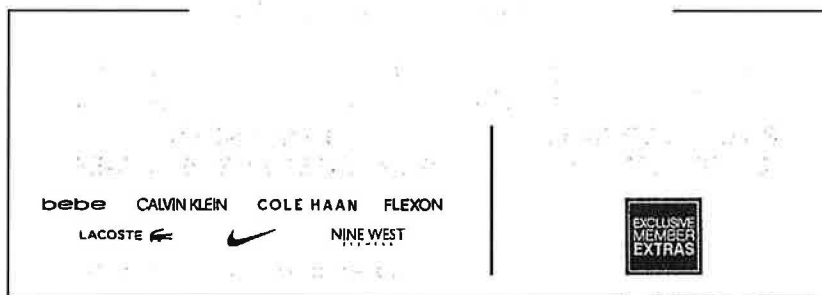
With an average of five VSP network doctors within six miles of you, it's easy to find a nearby in-network doctor. Plus, maximize your coverage with bonus offers and additional savings that are exclusive to Premier Program locations.

WELLS FARGO  
VSP PROGRAM

Create an account on **vsp.com** to view your in-network coverage, find the VSP network doctor who's right for you, and discover savings with exclusive member extras. At your appointment, just tell them you have VSP.

**Like shopping online?** Go to **eyeconic.com** and use your vision benefits to shop over 50 brands of contacts, eyeglasses, and sunglasses.

You'll get great care from a VSP network doctor, including a WellVision Exam®—a comprehensive exam designed to detect eye and health conditions.



## YOUR VSP VISION BENEFITS SUMMARY

CITY OF BRIDGEPORT and VSP provide you with an affordable vision plan.

## PROVIDER NETWORK:

VSP Signature

## EFFECTIVE DATE:

01/01/2020



BENEFIT	DESCRIPTION	COPAY	FREQUENCY
<b>WELLVISION EXAM</b>	<ul style="list-style-type: none"> <li>Focuses on your eyes and overall wellness</li> </ul>	\$20	Every 12 months
<b>PRESCRIPTION GLASSES</b>		\$30	See frame and lenses
<b>FRAME</b>	<ul style="list-style-type: none"> <li>\$105 allowance for a wide selection of frames</li> <li>\$125 allowance for featured frame brands</li> <li>20% savings on the amount over your allowance</li> <li>\$60 Costco® frame allowance</li> </ul>	Included in Prescription Glasses	Every 24 months
<b>LENSES</b>	<ul style="list-style-type: none"> <li>Single vision, lined bifocal, and lined trifocal lenses</li> <li>Impact-resistant lenses for dependent children</li> </ul>	Included in Prescription Glasses	Every 12 months
<b>LENS ENHANCEMENTS</b>	<ul style="list-style-type: none"> <li>Standard progressive lenses</li> <li>Premium progressive lenses</li> <li>Custom progressive lenses</li> <li>Average savings of 35-40% on other lens enhancements</li> </ul>	\$50 \$80 - \$90 \$120 - \$160	Every 12 months
<b>CONTACTS (INSTEAD OF GLASSES)</b>	<ul style="list-style-type: none"> <li>\$105 allowance for contacts and contact lens exam (fitting and evaluation)</li> <li>15% savings on a contact lens exam (fitting and evaluation)</li> </ul>	\$0	Every 12 months
<b>DIABETIC EYECARE PLUS PROGRAM<sup>SM</sup></b>	<ul style="list-style-type: none"> <li>Retinal screening for members with diabetes</li> <li>Additional exams and services for members with diabetic eye disease, glaucoma, or age-related macular degeneration. Limitations and coordination with your medical coverage may apply. Ask your VSP doctor details.</li> </ul>	\$0 \$20 per exam	As needed
<b>EXTRA SAVINGS</b>	<p><b>Glasses and Sunglasses</b></p> <ul style="list-style-type: none"> <li>Extra \$20 to spend on featured frame brands. Go to <a href="http://vsp.com/offers">vsp.com/offers</a> for details.</li> <li>30% savings on additional glasses and sunglasses, including lens enhancements, from the same VSP provider on the same day as your WellVision Exam. Or get 20% from any VSP provider within 12 months of your last WellVision Exam.</li> </ul> <p><b>Routine Retinal Screening</b></p> <ul style="list-style-type: none"> <li>No more than a \$39 copay on routine retinal screening as an enhancement to a WellVision Exam</li> </ul> <p><b>Laser Vision Correction</b></p> <ul style="list-style-type: none"> <li>Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities</li> <li>After surgery, use your frame allowance (if eligible) for sunglasses from any VSP doctor</li> </ul>		

## YOUR COVERAGE WITH OUT-OF-NETWORK PROVIDERS

Get the most out of your benefits and greater savings with a VSP network doctor. Call Member Services for out-of-network plan details.

Coverage with a retail chain may be different or not apply. Log in to [vsp.com](http://vsp.com) to check your benefits for eligibility and to confirm in-network locations based on your plan type. VSP guarantees coverage from VSP network providers only. Coverage information is subject to change. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail. Based on applicable laws, benefits may vary by location. In the state of Washington, VSP Vision Care, Inc., is the legal name of the corporation through which VSP does business.

\*Only available to VSP members with applicable plan benefits. Frame brands and promotions are subject to change. Savings based on doctor's retail price and vary by plan and purchase selection; average savings determined after benefits are applied. Ask your VSP network doctor for more details.

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**APPENDIX I**  
**COOPER STANDARDS**

## Appendix I - Cooper Standards

### I. SPECIFICATIONS AND STANDARDS FOR FITNESS TESTING (COOPER TEST)

The POSTC Fitness Test is a scientifically valid test, consisting of four separate test components, conducted during a one to two hour window of time.

**Test 1. The One Minute Sit Up Test.** This is a measure of the muscular endurance of the abdominal muscles and core area. Sit ups are done with bent legs and hands alongside the ears. The score is the number of correctly performed sit ups in one minute.

**Test 2. The 300 Meter Run.** This is a measure of the anaerobic power and sprinting ability. The test is conducted on a suitable running surface/track. The score is measured in the number of seconds necessary to complete the 300 meter distance.

**Test 3. The One Minute Pushup Test.** This is a measure of absolute strength of the muscles of the upper body. Pushups start in the up position (flat back and arms fully extended). The candidate lowers their body to approximately four inches from the ground without touching/bending their knees. Without touching knees the candidate then fully extends arms into the up position. The score is the number of correctly performed pushups in one minute.

**Test 4. The 1.5 Mile Run.** This is a measure of the cardiovascular capability of the runner. The test is conducted on a suitable oval running track. The score is the minutes and seconds necessary to complete the 1.5 mile distance.

#### Minimum Scores for Employment as a Police Officer using the 40th percentile of the Cooper Standards.

	ONE MINUTE	SECONDS	ONE MINUTE	
MALE	SIT UPS	300 MTR SPRINT	PUSH UPS	RUN
20-29	38	59	29	12:38
30-39	35	59	24	12:58
40-49	29	72	18	13:50
50-59	24	83	13	15:06
FEMALE				
20-29	32	71	15	14:50
30-39	25	79	11	15:43
40-49	20	94	9	16:31
50-59	14	N A	7	18:18

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